



**REDEVELOPMENT AGENCY**  
**STAFF REPORT**  
**MEETING DATE:** June 26, 2002

**MAY 2002 FINANCE & INVESTMENT REPORT**

**RECOMMENDED ACTION:**

Accept and File Report

**EXECUTIVE SUMMARY:** Attached is the monthly Finance and Investment Report of the Redevelopment Agency of the City of Morgan Hill for the period ended May 31, 2002. The report covers the first eleven months of activity in the 2001/02 fiscal year. A summary of the report is included on the first page for the Board's benefit.

The Redevelopment Agency monthly Finance and Investment Report is presented to the Agency Board and our Citizens as part of our ongoing commitment to improve and maintain public trust through communication of our finances, budget and investments. The report also serves to provide the information necessary to determine the adequacy/stability of financial projections and develop equitable resource/revenue allocation procedures.

This report covers all fiscal activity of the Redevelopment Agency.

**FISCAL IMPACT:** No budget adjustment required.

**Agenda Item # 1**

**Prepared By:**

\_\_\_\_\_  
**Finance Director**

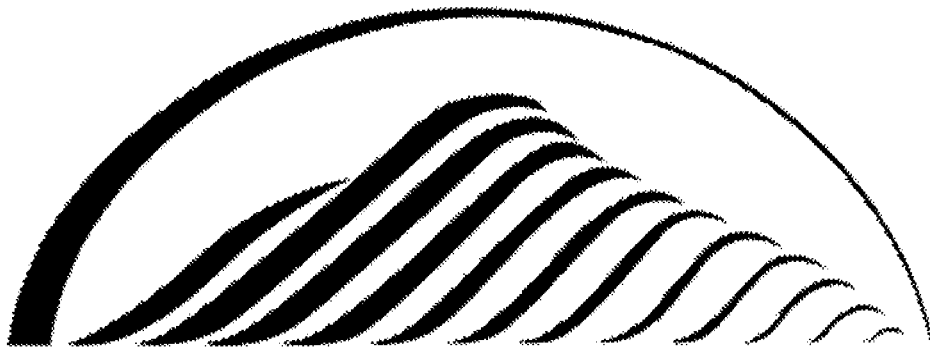
**Submitted By:**

\_\_\_\_\_  
**Executive Director**

**REDEVELOPMENT AGENCY  
OF THE CITY OF MORGAN HILL**

**MONTHLY FINANCIAL AND INVESTMENT REPORTS**

**May 2002 - 92% Year Complete**



**CITY OF MORGAN HILL  
REDEVELOPMENT AGENCY**

**Prepared by:**

**FINANCE DEPARTMENT**

**REDEVELOPMENT AGENCY OF THE CITY OF MORGAN HILL, CALIFORNIA**

**FINANCIAL STATEMENT ANALYSIS - FISCAL YEAR 2001/02**

**FOR THE MONTH OF MAY 2002 - 92% OF YEAR COMPLETE**

This analysis of the Redevelopment Agency's Financial status reflects 92% of the fiscal year.

**Revenues**

Through May, the Redevelopment Agency received \$14,252,528 in property tax increment revenues. Most property tax revenues are received in December and April. The Redevelopment Agency, as of May 31, 2002, has collected \$100,000,000 in tax increment revenue under the original plan and \$37,356,399 toward the plan amendment cap of \$147,000,000. Since the \$100 million tax increment cap for the original plan was reached during 1999/2000, all tax increment revenues collected during 2001/02 will be collected under the plan amendment.

Interest Income of \$857,723 was received as of the end of May, reflecting investment earnings for the first three quarters, through March 31, but not yet reflecting interest earnings for the months of April and May. 'Other revenue' represents reimbursements and settlements received and totals \$721,734. These are usually extraordinary one-time type items. During January, a \$380,388 payment representing settlement proceeds was received from Santa Clara County.

**Expenditures**

Redevelopment Agency Capital Projects expenditures and encumbrances totaled \$21,833,032 and were 63% of budget. Expenditures for administrative costs for employee services, supplies and contract services were 89% of budget. All Business Assistance expenditures during 2001/02 have used monies collected under the plan amendment, except that \$4,272,632 in costs was financed with monies from the original plan. During January, \$327,650 was spent on a lease with an option to purchase the Lomanto property intended to be used as an Aquatic Center.

Budgeted expenditures plus encumbrances for Housing were 58% of the budget for a total of \$5,959,574. The largest component of this cost was an August payment of \$3,211,601 made as a loan for the Murphy Ranch Multi-Family Housing Development. Although certain loans and grants for various housing loan and grant programs have been committed, the related funds have not yet been drawn down by the recipients and, hence, are not reflected in the expenditures. All of the 2001/02 housing related expenditures have been funded with tax increment collected under the plan amendment.

**Fund Balance**

The unreserved fund balance of \$11,409,020 for the Capital Projects Fund at May 31, 2002, consisted of \$1,722,103 collected under the original plan and \$9,686,917 collected under the plan amendment. It is the understanding of staff that the remaining monies in this fund collected under the original plan are to be expended on the Community Center project. The unreserved fund balance of \$11,409,020 at May 31 included future obligations to pay \$7 million for the courthouse facility, an additional

**REDEVELOPMENT AGENCY OF THE CITY OF MORGAN HILL, CALIFORNIA**

**FINANCIAL STATEMENT ANALYSIS - FISCAL YEAR 2001/02**

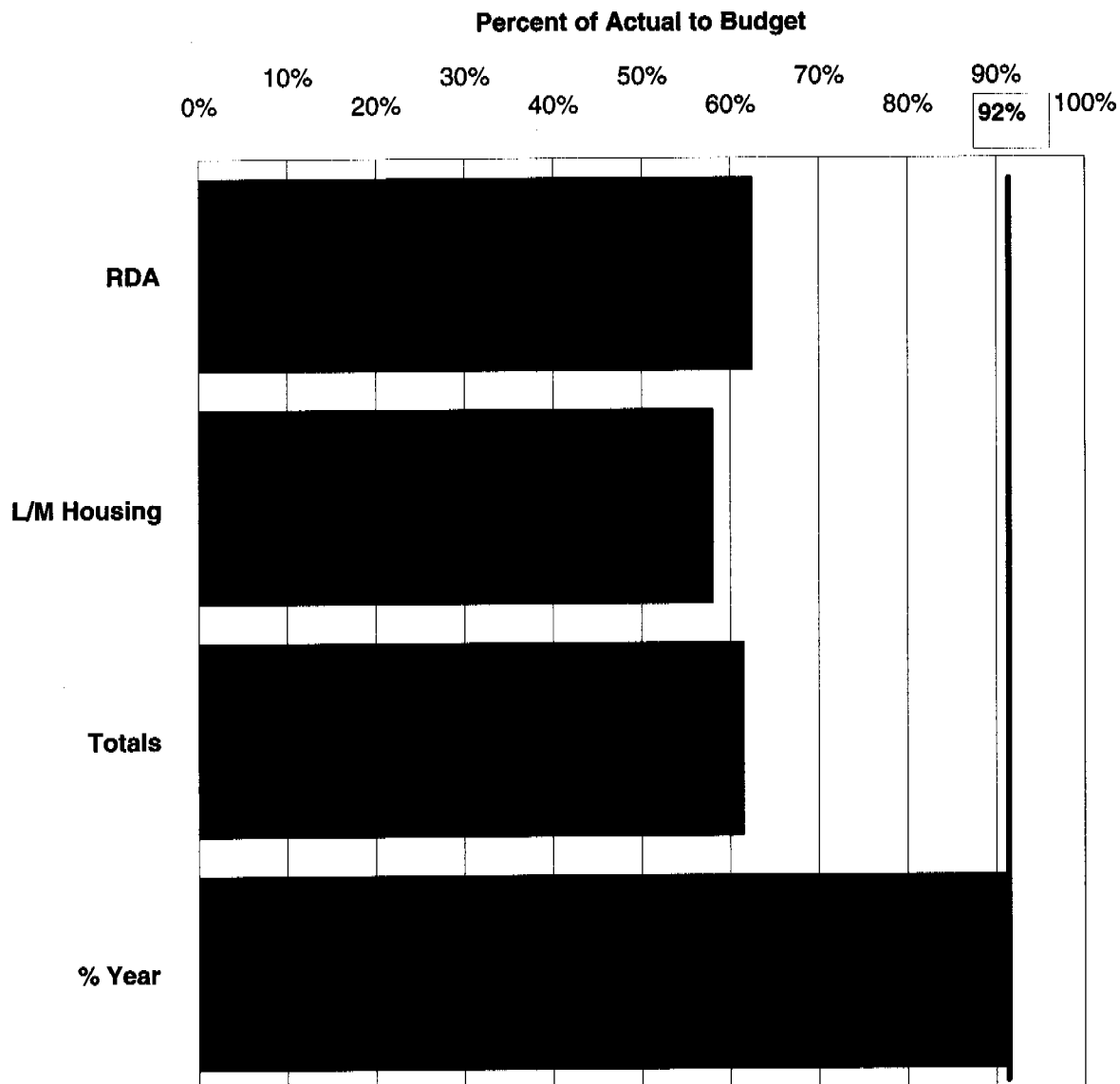
**FOR THE MONTH OF MAY 2002 - 92% OF YEAR COMPLETE**

\$3,250,000 for purchase of the Gundersen property, an additional \$5.1 million for a sports complex, and \$1.61 million for the Lomanto property should the Agency agree to execute its option to purchase in accordance with the agreement. If all of these future commitments are subtracted from the \$11,409,020, the remaining unreserved fund balance at May 31 would be a negative (\$5,550,980). However, these commitments are expected to be paid out over the next 2 to 5 years. The Board has directed staff to prepare a plan to finance these commitments and other future capital projects.

The unreserved fund balance of \$3,764,323 for the Housing Fund at May 31 consisted of funds all collected under the plan amendment.

# Redevelopment Agency YTD Expenditures

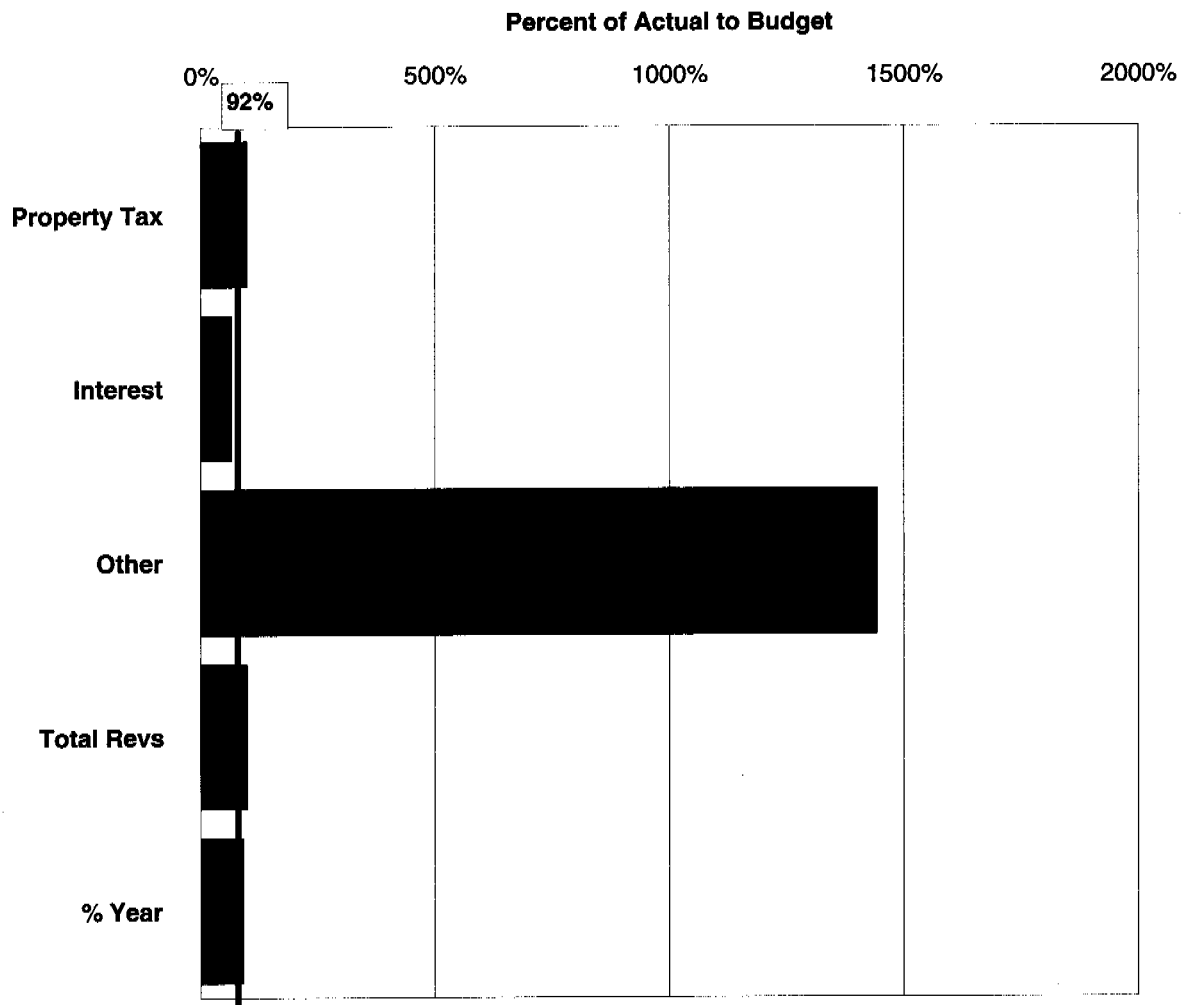
## May 2002 - 92% Year Complete



Expenditure Category	Budget	Actual Plus Encumbrances	% of Budget
CAPITAL PROJECTS	\$36,169,723	\$22,614,007	63%
HOUSING	10,257,879	5,959,574	58%
TOTALS	\$46,427,602	\$28,573,581	62%

# Redevelopment Agency YTD Revenues

## May 2002 - 92% Year Complete



REVENUE CATEGORY	BUDGET	ACTUAL	% OF BUDGET	PRIOR YEAR TO DATE	% CHANGE FROM PRIOR YEAR
PROPERTY TAXES	\$14,319,000	\$14,252,528	100%	\$13,014,610	10%
INTEREST INCOME	\$1,287,000	\$857,723	67%	\$1,451,031	-41%
OTHER REVENUE	\$50,000	\$721,734	1444%	\$497,855	45%
TOTALS	\$15,843,000	\$15,831,985	100%	\$14,963,496	6%



Redevelopment Agency  
Fund Balance Report - Fiscal Year 2000/01  
For the Month of May 2002  
92% of Year Complete

Fund No.	Fund	Fund Balance 06-30-01	Revenues		Expenditures		Year to-Date Deficit or Carryover	Ending Fund Balance		Cash and Investments	
			YTD Actual	% of Budget	YTD Actual	% of Budget		Reserved**	Unreserved	Unrestricted	Restricted
317	CAPITAL PROJECTS	\$23,208,336	\$12,589,124	100%	\$12,646,030	63%	(\$56,906)	\$11,742,411	\$11,409,020	\$21,387,453	
327 / 328	HOUSING	\$18,702,069	\$3,242,861	101%	\$5,922,357	58%	(\$2,679,496)	\$12,258,250	\$3,764,323	\$3,810,954	
	<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>\$41,910,405</b>	<b>\$15,831,985</b>	<b>100%</b>	<b>\$18,568,387</b>	<b>62%</b>	<b>(\$2,736,402)</b>	<b>\$24,000,661</b>	<b>\$15,173,343</b>	<b>\$25,198,407</b>	
	<b>SUMMARY BY FUND TYPE</b>										
	CAPITAL PROJECTS GROUP	\$41,910,405	\$15,831,985	100%	\$18,568,387	62%	(\$2,736,402)	\$24,000,661	\$15,173,343	\$25,198,407	
	<b>TOTAL ALL GROUPS</b>	<b>\$41,910,405</b>	<b>\$15,831,985</b>	<b>100%</b>	<b>\$18,568,387</b>	<b>62%</b>	<b>(\$2,736,402)</b>	<b>\$24,000,661</b>	<b>\$15,173,343</b>	<b>\$25,198,407</b>	
	<b>TOTAL CASH AND INVESTMENTS</b>									<b>\$25,198,407</b>	

\*\* Amount reserved for encumbrances, fixed asset replacement, long-term receivables



**Redevelopment Agency**  
**Year to Date Revenues - Fiscal Year 2001/02**  
**For the Month of May 2002**  
**92% of Year Complete**

FUND REVENUE SOURCE	BUDGETED	CURRENT YTD ACTUAL	% OF BUDGET	PRIOR YTD	INCREASE (DECREASE) FROM PRIOR YTD	% CHANGE
<b>CAPITAL PROJECTS FUNDS</b>						
<b>317 CAPITAL PROJECTS</b>						
Property Taxes & Supplemental Roll	11,455,000	11,176,310	98%	10,411,688	764,622	7%
Development Agreements	187,000					
Interest Income, Rents	948,000	691,830	73%	1,078,264	(386,434)	-36%
Other Agencies/Current Charges	50,000	720,984	1442%	366,660	354,324	97%
<b>TOTAL CAPITAL PROJECTS</b>	<b>12,640,000</b>	<b>12,589,124</b>	<b>100%</b>	<b>11,856,612</b>	<b>732,512</b>	<b>6%</b>
<b>327/328 HOUSING</b>						
Property Taxes & Supplemental Roll	2,864,000	3,076,218	107%	2,602,922	473,296	18%
Interest Income, Rent	339,000	165,893	49%	372,767	(206,874)	-55%
Other		750		131,195	(130,445)	-99%
<b>TOTAL HOUSING</b>	<b>3,203,000</b>	<b>3,242,861</b>	<b>101%</b>	<b>3,106,884</b>	<b>135,977</b>	<b>4%</b>
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>15,843,000</b>	<b>15,831,985</b>	<b>100%</b>	<b>14,963,496</b>	<b>868,489</b>	<b>6%</b>





**Redevelopment Agency**  
**Year to Date Expenditures - Fiscal Year 2000/01**  
**For the Month of May 2002**  
**92% of Year Complete**

FUND NO.	FUND/ACTIVITY	THIS MONTH ACTUAL EXPENDITURES	BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	TOTAL ALLOCATED	% OF TOTAL TO BUDGET
317	CAPITAL PROJECTS						
	Business Assistance	2,042,899	36,169,723	12,646,030	9,967,977	22,614,007	63%
	<b>TOTAL CAPITAL PROJECTS</b>	<b>2,042,899</b>	<b>36,169,723</b>	<b>12,646,030</b>	<b>9,967,977</b>	<b>22,614,007</b>	<b>63%</b>
327 AND 328	HOUSING						
	Housing	911,791	10,257,879	5,922,357	37,217	5,959,574	58%
	<b>TOTAL HOUSING</b>	<b>911,791</b>	<b>10,257,879</b>	<b>5,922,357</b>	<b>37,217</b>	<b>5,959,574</b>	<b>58%</b>
	<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>2,954,690</b>	<b>46,427,602</b>	<b>18,568,387</b>	<b>10,005,194</b>	<b>28,573,581</b>	<b>62%</b>



Redevelopment Agency of the City of Morgan Hill  
Balance Sheet Report - Fiscal Year 2001/02  
For the Month of May 2002  
92% of Year Complete

**ASSETS**

Cash and investments:  
Unrestricted  
Accounts Receivable  
Loans and Notes Receivable \*\*  
  
Advance to Other Funds  
Fixed Assets \*\*\*  
Other Assets

Total Assets

**LIABILITIES**

Accounts Payable and Accrued Liabilities  
Deferred Revenue #  
Accrued Vacation and Comp Time

Total liabilities

**FUND BALANCE**

Fund Balance

Reserved for:

Encumbrances  
Advance to Other Funds  
Properties Held for Resale  
Loans and Notes Receivable

Total Reserved Fund balance

Unreserved Fund Balance

Total Fund Balance

Total Liabilities and Fund Balance

CAPITAL PROJECTS (Fund 317)	Housing (Fund 327/328)
21,387,453	3,810,954
2,222	3,192
2,442,740	16,647,148
128,593	
71,049	
24,032,057	20,461,294
10,291	9,519
867,948	4,426,115
2,387	3,087
880,626	4,438,721
9,967,977	37,217
128,593	
71,049	
1,574,791	12,221,033
11,742,410	12,258,250
11,409,021	3,764,323
23,151,431	16,022,573
24,032,057	20,461,294

\*\* Includes Housing Rehab loans and loans for several housing and Agency projects.

\*\*\* Includes RDA properties held for resale.

# Includes the deferred payment portion of the loans noted above.



## ***CITY COUNCIL STAFF REPORT***

***MEETING DATE: June 26, 2002***

### **2002-03 WORKPLAN**

#### **RECOMMENDED ACTION:**

Accept 2002-03 Workplan

**Agenda Item # 2**

**Prepared By:**

\_\_\_\_\_  
**Asst. to the City Mgr.**

**Submitted By:**

\_\_\_\_\_  
**City Manager**

#### **EXECUTIVE SUMMARY:**

The City Council received the draft FY 02-03 Workplan at the May 15, 2002 meeting, and reviewed the workplan at a workshop on June 5, 2002. Changes suggested during the workshop have been addressed in the final version of the 02-03 Workplan, which is attached as Exhibit A. Projects requested by the Council, namely the Sister Cities program and the development of an economic development strategy, are now incorporated in the workplan. Departments have made minor revisions to the timing of certain tasks as well.

As discussed at the workshop, workplan projects represent substantial work efforts by departments, and often require a high level of interdepartmental coordination. Staff will provide quarterly updates on the 02-03 workplan status for the Council's review.

#### **FISCAL IMPACT:**

No budget adjustment required.

Exhibit A

# **Fiscal Year 2002-03 Workplan**

**June 26, 2002**



# City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
1	<b>BUSINESS ASSISTANCE AND HOUSING SERVICES</b>	<b>Tue 4/10/01</b>	<b>Fri 10/1/04</b>	<b>\$22,628,000.00</b>	
1	<b>Sister Cities</b>	<b>Tue 4/10/01</b>	<b>Fri 11/29/02</b>	<b>\$5,300,000.00</b>	
1	Develop schedule and workplan w/Sister City Committee	Mon 7/1/02	Wed 10/30/02	\$0.00	Newkirk
2	Present workplan to Council for approval	Fri 11/1/02	Fri 11/29/02	\$0.00	Newkirk
3	Assist Sister City Cte. to host delegation from Mexico	Mon 7/1/02	Mon 9/2/02	\$0.00	Newkirk
4	Formalize relationship with San Casciano	Tue 4/10/01	Wed 10/30/02	\$0.00	Newkirk
5	Total project cost	NA	NA	\$5,300,000.00	
2	<b>Community Playhouse</b>	<b>Wed 6/6/01</b>	<b>Wed 10/30/02</b>	<b>\$0.00</b>	
1	Negotiate use agreement with So. Valley Civic Theater	Mon 4/1/02	Mon 9/30/02	\$0.00	Maskell Toy
2	City/Agency approval of agreement	Tue 10/1/02	Wed 10/30/02	\$0.00	Maskell Toy Leichter
3	Complete Operating Policies	Wed 1/2/02	Mon 9/30/02	\$0.00	Maskell Spier
4	City/Agency approval of policies	Tue 10/1/02	Wed 10/30/02	\$0.00	Maskell Spier Leichter
3	<b>Move Acton Museum and Farmhouse</b>	<b>Fri 10/26/01</b>	<b>Tue 10/28/03</b>	<b>\$320,000.00</b>	
1	Develop schedule and action plan	Mon 4/1/02	Mon 9/30/02	\$0.00	Maskell Newkirk
2	Negotiate agreement with Historical Society	Tue 10/1/02	Thu 1/30/03	\$0.00	Maskell Newkirk
3	Obtain site plan approvals	Mon 12/30/02	Fri 2/28/03	\$0.00	Maskell Newkirk
4	Agency approves agreement	Thu 1/30/03	Fri 2/28/03	\$0.00	Maskell Newkirk
5	Move and place the buildings	Mon 3/3/03	Mon 6/30/03	\$320,000.00	Maskell Newkirk
4	<b>Monterey Corridor Assistance Program</b>	<b>Fri 3/1/02</b>	<b>Tue 4/1/03</b>	<b>\$0.00</b>	
1	Develop draft program	Mon 9/2/02	Fri 2/28/03	\$0.00	G Toy
2	City Council/Agency approval	Fri 2/28/03	Tue 4/1/03	\$0.00	Toy Leichter
5	<b>MH Courthouse</b>	<b>Mon 4/1/02</b>	<b>Wed 4/30/03</b>	<b>\$3,000,000.00</b>	
1	Acquire property	Tue 4/30/02	Wed 4/30/03	\$3,000,000.00	G Toy
2	Complete joint master plan	Mon 4/1/02	Fri 8/30/02	\$0.00	Toy Galvan
6	<b>Murphy Ranch Affordable Housing Project</b>	<b>Tue 4/30/02</b>	<b>Thu 10/30/03</b>	<b>\$5,300,000.00</b>	
1	Begin construction of Phase 1	Tue 4/30/02	Thu 10/30/03	\$5,300,000.00	Newkirk

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
7	<b>Watsonville Road Affordable Housing Project</b>	<b>Wed 5/15/02</b>	<b>Wed 10/30/02</b>	<b>\$0.00</b>	
1	Negotiate agreement w/selected developer	Wed 5/15/02	Thu 8/15/02	\$0.00	Maskell Toy
2	Approval of agreement by Council/Agency	Fri 8/16/02	Fri 9/13/02	\$0.00	Maskell Toy Leichter
3	Submittal of project for Measure P	Thu 8/15/02	Wed 10/30/02	\$0.00	Maskell Toy
8	<b>Church St. Mixed Use Project</b>	<b>Mon 6/3/02</b>	<b>Fri 10/1/04</b>	<b>\$3,250,000.00</b>	
1	Architectural and site approval	Mon 6/3/02	Tue 10/1/02	\$0.00	Newkirk
2	Begin construction	Tue 4/1/03	Fri 10/1/04	\$3,250,000.00	Newkirk
9	<b>Downtown Management Organization</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$85,000.00</b>	
1	Review first 3 months of contract	Mon 7/1/02	Mon 9/30/02	\$0.00	Newkirk Toy
2	Monitor agreement for next 9 months	Tue 10/1/02	Mon 6/30/03	\$0.00	Newkirk Toy
3	Total project cost	NA	NA	\$85,000.00	
10	<b>Mid-Year Implementation Plan Report</b>	<b>Mon 7/1/02</b>	<b>Wed 11/6/02</b>	<b>\$0.00</b>	
1	Prepare report	Mon 7/1/02	Fri 8/30/02	\$0.00	Maskell Newkirk Toy
2	Present to Agency for approval	Mon 9/2/02	Wed 11/6/02	\$0.00	Maskell Newkirk Toy Leichter
11	<b>Mitigation Assistance Programs</b>	<b>Mon 7/1/02</b>	<b>Fri 1/31/03</b>	<b>\$0.00</b>	
1	Develop draft program	Mon 7/1/02	Mon 12/30/02	\$0.00	G Toy
2	City Council/Agency approval	Thu 1/2/03	Fri 1/31/03	\$0.00	Toy Leichter
12	<b>Economic Development Strategy</b>	<b>Mon 7/1/02</b>	<b>Tue 4/1/03</b>	<b>\$5,300,000.00</b>	
1	Develop workplan and schedule	Mon 7/1/02	Fri 8/30/02	\$0.00	G Toy
2	Present workplan to City for approval	Mon 9/2/02	Mon 9/30/02	\$0.00	G Toy
3	Develop strategy	Tue 10/1/02	Fri 2/28/03	\$0.00	G Toy
4	Present strategy to City for approval	Mon 3/3/03	Tue 4/1/03	\$0.00	G Toy
5	Total project cost	NA	NA	\$5,300,000.00	
13	<b>Housing strategy</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$73,000.00</b>	
1	First draft of strategy	Mon 7/1/02	Mon 9/30/02	\$0.00	G Toy
2	Approval by Agency/Council	Tue 10/1/02	Fri 11/15/02	\$0.00	G Toy
3	Implement strategy	Fri 11/15/02	Mon 6/30/03	\$73,000.00	G Toy

# City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
2	<b>CITY CLERK'S OFFICE</b>	<b>Wed 1/2/02</b>	<b>Thu 1/30/03</b>	<b>\$115,000.00</b>	
1	<b>Document Imaging</b>	<b>Wed 1/2/02</b>	<b>Fri 12/20/02</b>	<b>\$0.00</b>	
1	Image existing City Council packets	Wed 1/2/02	Fri 6/28/02	\$0.00	All Clerk staff
2	Image historical documents	Wed 7/31/02	Fri 12/20/02	\$0.00	All Clerk staff
2	<b>General Municipal Election</b>	<b>Mon 6/3/02</b>	<b>Tue 12/10/02</b>	<b>\$15,000.00</b>	
1	Council to request Registrar of Voter services	Mon 6/3/02	Mon 7/1/02	\$0.00	Torrez Leichter Council
2	Publish notice of election	Mon 6/17/02	Mon 7/15/02	\$0.00	Torrez
3	Preparation of candidate packets	Mon 7/1/02	Mon 7/15/02	\$0.00	All Clerk staff
4	Filling period for nomination papers and statements	Mon 7/15/02	Fri 8/9/02	\$0.00	Torrez
5	Extended filing period	Mon 8/12/02	Wed 8/14/02	\$0.00	Torrez
6	Publish notice of nominees	Tue 10/1/02	Tue 10/29/02	\$0.00	Torrez
7	Election date	Tue 11/5/02	Tue 11/5/02	\$0.00	Torrez Registrar of Voters
8	Installation of newly elected Mayor and Council	Tue 11/5/02	Tue 12/10/02	\$0.00	City Clerk staff
9	Total project cost	NA	NA	\$15,000.00	
3	<b>Council Office Space</b>	<b>Tue 7/2/02</b>	<b>Fri 1/10/03</b>	<b>\$100,000.00</b>	
1	Council to decide number of work stations	Tue 7/2/02	Wed 7/24/02	\$0.00	Torrez LeichterTewes Dilles
2	Plans to be submitted for building permit	Thu 8/1/02	Mon 9/30/02	\$0.00	
3	Issuance of Building Permit	Tue 10/1/02	Mon 10/14/02	\$0.00	
4	Order furniture, computers, etc.	Tue 10/1/02	Fri 11/15/02	\$0.00	
5	Commence remodel	Fri 11/29/02	Tue 12/31/02	\$100,000.00	
6	Council Move into Office Space	Thu 1/2/03	Fri 1/10/03	\$0.00	
4	<b>Retention - Clean Up Days</b>	<b>Tue 10/1/02</b>	<b>Fri 12/20/02</b>	<b>\$0.00</b>	
1	Review/update Retention Schedule	Tue 10/1/02	Fri 11/29/02	\$0.00	All Clerk staff Leichter
2	Notify departments of Clean Up Days	Fri 11/1/02	Fri 11/29/02	\$0.00	All Clerk staff
3	Departments to purge/store records	Mon 12/2/02	Fri 12/20/02	\$0.00	All Clerk staff

# City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
3	<b>CITY MANAGER'S OFFICE</b>	<b>Mon 7/2/01</b>	<b>Tue 7/1/03</b>	<b>\$20,000.00</b>	
1	<b>Community Resolution of Day Laborer Issue</b>	<b>Mon 7/2/01</b>	<b>Tue 12/31/02</b>	<b>\$0.00</b>	
1	Work with local group to address concerns	Mon 7/2/01	Tue 12/31/02	\$0.00	Eulo
2	<b>Facilities Management Study</b>	<b>Mon 12/3/01</b>	<b>Mon 10/7/02</b>	<b>\$0.00</b>	
1	Meet with departments	Mon 12/3/01	Fri 2/8/02	\$0.00	Dile
2	Research models in other cities; other research	Mon 6/24/02	Fri 7/26/02	\$0.00	Dile
3	Draft for management review	Mon 7/29/02	Fri 8/30/02	\$0.00	Dile, Deluna
4	Incorporate changes in final draft	Mon 9/2/02	Mon 10/7/02	\$0.00	Dile
3	<b>Info Technology Management Analysis</b>	<b>Mon 10/1/01</b>	<b>Fri 2/14/03</b>	<b>\$0.00</b>	
1	Research other cities	Mon 10/1/01	Thu 2/28/02	\$0.00	Dile
2	Meetings with departments	Mon 12/3/01	Fri 12/21/01	\$0.00	Dile
3	Propose draft for management review	Mon 10/21/02	Fri 11/22/02	\$0.00	Dile
4	Review draft with departments & change as needed	Mon 11/25/02	Fri 1/10/03	\$0.00	Dile
5	Develop final draft	Mon 1/13/03	Fri 2/14/03	\$0.00	Dile
4	<b>Continue to Improve City &amp; Schools Relationships</b>	<b>Mon 4/1/02</b>	<b>Tue 12/31/02</b>	<b>\$0.00</b>	
1	Develop recommendations for assisting teachers & others w/housing	Mon 4/1/02	Tue 12/31/02	\$0.00	Tewes
2	Seek MHUSD support for the regional soccer complex at Sobrato HS	Mon 4/1/02	Tue 12/31/02	\$0.00	Tewes
3	Present school subcommittee w/strategy for reaching out to private schools	Thu 8/1/02	Mon 9/30/02	\$0.00	Tewes
5	<b>Add More Materials to Curbside Recycling Program</b>	<b>Mon 4/1/02</b>	<b>Mon 6/30/03</b>	<b>\$15,000.00</b>	
1	Develop and distribute outreach materials for plastics 3-7	Mon 4/1/02	Mon 7/1/02	\$0.00	Eulo Borowski
2	Initiate expanded plastics collection	Mon 7/15/02	Mon 7/15/02	\$15,000.00	Eulo
3	Work with SVDR to add additional materials when possible	Thu 8/1/02	Mon 6/30/03	\$0.00	Eulo
6	<b>Support Development of Comprehensive Housing Strategy</b>	<b>Mon 4/1/02</b>	<b>Fri 11/15/02</b>	<b>\$0.00</b>	
1	Evaluate specific locations	Mon 4/1/02	Tue 7/30/02	\$0.00	Toy Tewes
2	Match housing needs identified in the Housing Element	Tue 7/30/02	Tue 7/30/02	\$0.00	Toy Tewes
3	Develop plan to meet housing assistance needs	Fri 11/1/02	Fri 11/15/02	\$0.00	Toy Tewes



## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
7	<b>Support Health Foundation in Meeting Council's Objectives</b>	<b>Mon 7/1/02</b>	<b>Fri 8/30/02</b>	<b>\$0.00</b>	
1	Review med. svc. objectives after needs assessment is complete	Mon 7/1/02	Wed 7/31/02	\$0.00	Tewes
2	Council to decide on City's strategy	Thu 8/1/02	Fri 8/30/02	\$0.00	Tewes
8	<b>Implement Development Processing Study Recommendations</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Receive study results, present to Council	Mon 7/1/02	Wed 7/31/02	\$0.00	Tewes Bischoff Ashcraft Toy
2	Develop implementation strategy with affected departments	Thu 8/1/02	Fri 8/30/02	\$0.00	Tewes Bischoff Ashcraft Toy
3	Carry out implementation strategy	Mon 9/2/02	Mon 6/30/03	\$0.00	Tewes Bischoff Ashcraft Toy
9	<b>Assist Communications &amp; Marketing Plan Implementation</b>	<b>Mon 7/1/02</b>	<b>Fri 1/31/03</b>	<b>\$0.00</b>	
1	Meet w/departments to outline implementation strategy	Mon 7/1/02	Wed 7/31/02	\$0.00	Eulo
2	Mid-year evaluation of plan implementation	Mon 12/2/02	Fri 1/31/03	\$0.00	Eulo
10	<b>Implement Energy Efficiency Initiatives</b>	<b>Mon 7/1/02</b>	<b>Fri 11/29/02</b>	<b>\$0.00</b>	
1	Implement results of energy efficiency audit for City buildings	Mon 7/1/02	Tue 10/1/02	\$0.00	Eulo DeLuna
2	Promote energy efficiency in the community	Thu 8/1/02	Fri 11/29/02	\$0.00	Eulo
11	<b>Hold Training Session for Board and Commission Members</b>	<b>Mon 7/1/02</b>	<b>Mon 9/30/02</b>	<b>\$5,000.00</b>	
1	Determine training topics and objectives	Mon 7/1/02	Fri 7/19/02	\$0.00	Eulo Tewes
2	Set date for training and develop training materials	Mon 7/22/02	Wed 7/31/02	\$0.00	Eulo Tewes
3	Invite board and commission members	Thu 8/1/02	Fri 8/30/02	\$0.00	Eulo Torrez
4	Hold training	Mon 9/2/02	Mon 9/30/02	\$0.00	Eulo Tewes Torrez Leichter
5	Total project cost	NA	NA	\$5,000.00	
12	<b>Develop Landfill Replacement Strategy</b>	<b>Thu 8/1/02</b>	<b>Tue 7/1/03</b>	<b>\$0.00</b>	
1	Analyze landfill replacement options w/South Valley Disposal and Recycling	Thu 8/1/02	Mon 12/2/02	\$0.00	Eulo
2	Develop draft strategy	Tue 12/3/02	Mon 3/31/03	\$0.00	Eulo
3	Implement strategy	Tue 7/1/03	Tue 7/1/03	\$0.00	Eulo

# City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
4	<b>COMMUNITY DEVELOPMENT: BUILDING DIVISION</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$60,000.00</b>	
1	<b>Training and Staff Development</b>	<b>Mon 7/1/02</b>	<b>Tue 12/31/02</b>	<b>\$0.00</b>	
1	Training of Municipal Services Assistant	Mon 7/1/02	Tue 12/31/02	\$0.00	Ford
2	Training of Office Assistant II	Mon 7/1/02	Tue 12/31/02	\$0.00	Ford
3	Training of Permit Technician	Mon 7/1/02	Tue 12/31/02	\$0.00	Ford
4	Cross training of office staff	Mon 7/1/02	Tue 12/31/02	\$0.00	Ford
5	Train Permit Technician as backup Tidemark administrator	Mon 7/1/02	Tue 12/31/02	\$0.00	Saenz
2	<b>Improve Customer Services</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Improve records management of building permit information	Mon 7/1/02	Mon 6/30/03	\$0.00	Ford
2	Incorporate recommendations from development services study	Mon 7/1/02	Tue 12/31/02	\$0.00	Ford
3	With Planning, hire design firm to redesign brochures	Mon 7/1/02	Tue 12/31/02	\$0.00	Ford Kendall
4	Develop master plan book to assist staff and developers	Mon 7/1/02	Tue 12/31/02	\$0.00	Saenz
5	Issue most sign, pools, mechanical, electrical and small residential permits over the counter	Mon 7/1/02	Fri 11/1/02	\$0.00	Ford Saenz
3	<b>Improve Communication With Departments and Consultants</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Meet monthly w/plan check consultants	Mon 7/1/02	Mon 6/30/03	\$0.00	Ford
2	Work Building staff to speed submittals to plan check and other departments	Mon 7/1/02	Mon 6/30/03	\$0.00	Ford Saenz
4	<b>Increase Code Enforcement Activities</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Increase code enforcement activities to 200 cases annually	Mon 7/1/02	Mon 6/30/03	\$0.00	Pendleton
5	<b>Develop a Facilities Management Program</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Monitor building maintenance expenditures	Mon 7/1/02	Mon 6/30/03	\$0.00	Deluna
2	Develop a facilities management program	Mon 7/1/02	Mon 10/7/02	\$0.00	Deluna Dile
6	<b>Improve Efficiency of Building Inspection Process</b>	<b>Mon 9/2/02</b>	<b>Mon 6/30/03</b>	<b>\$60,000.00</b>	
1	Fully integrate voice response system with Tidemark	Mon 9/2/02	Fri 11/29/02	\$0.00	Saenz
2	Purchase hand held computers for field inspectors	Thu 1/2/03	Tue 4/1/03	\$60,000.00	Ford
3	Train field inspectors on use of hand held units	Tue 4/1/03	Mon 6/30/03	\$0.00	Ford

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
5	<b>COMMUNITY DEVELOPMENT: PLANNING DIVISION</b>	<b>Wed 8/1/01</b>	<b>Thu 1/27/05</b>	<b>\$760,300.00</b>	
1	<b>Gateway Plans, Design Review Ord., Arch. Rev. Handbook</b>	<b>Wed 8/1/01</b>	<b>Wed 11/6/02</b>	<b>\$50,000.00</b>	
1	Prepare scope of work, select consultant	Wed 8/1/01	Tue 9/25/01	\$0.00	Linder
2	Hold workshop with Planning Comm., Architectural Review Board, and Council	Tue 1/15/02	Fri 2/1/02	\$0.00	Linder
3	Prepare draft document	Fri 4/26/02	Thu 7/18/02	\$0.00	Linder
4	Second workshop with ARB and Council	Wed 9/4/02	Wed 9/4/02	\$0.00	Linder
5	Prepare final ordinance, handbook and gateway plans	Thu 9/5/02	Thu 9/19/02	\$0.00	Linder
6	Council to adopt ordinance and plans	Mon 9/23/02	Wed 11/6/02	\$0.00	Linder
7	Total project cost	NA	NA	\$50,000.00	
2	<b>Amend Zoning Code and Map for General Plan Consistency</b>	<b>Thu 11/1/01</b>	<b>Fri 5/30/03</b>	<b>\$80,500.00</b>	
1	Prepare scope of work, select consultant	Thu 11/1/01	Tue 3/5/02	\$0.00	Tolentino
2	Planning Comm. And council study session	Wed 7/10/02	Wed 7/10/02	\$0.00	Tolentino
3	Community meeting	Mon 7/15/02	Thu 7/25/02	\$0.00	Tolentino
4	Draft outline of proposed ordinance amendments	Mon 6/17/02	Fri 6/28/02	\$0.00	Tolentino
5	Prepare draft code	Mon 7/1/02	Fri 1/17/03	\$0.00	Tolentino
6	30 day public review	Mon 1/20/03	Thu 2/20/03	\$0.00	Tolentino
7	Planning comm.. Study session	Mon 2/3/03	Fri 2/7/03	\$0.00	Tolentino
8	Planning Commission and Council public hearings	Mon 3/3/03	Mon 3/31/03	\$0.00	Tolentino
9	Adopt final zoning an subdivision ordinance updates	Tue 4/1/03	Fri 5/30/03	\$0.00	Tolentino
10	Total project cost	NA	NA	\$80,500.00	
3	<b>Complete Update of Downtown Plan</b>	<b>Thu 11/1/01</b>	<b>Tue 12/3/02</b>	<b>\$179,000.00</b>	
1	Complete background, research & market overview	Thu 11/1/01	Fri 1/25/02	\$0.00	Rowe
2	Opportunity sites evaluation	Fri 2/1/02	Fri 5/31/02	\$0.00	Rowe
3	Prepare prelim. Downtown Plan and Monterey St. Plan	Fri 5/31/02	Fri 7/12/02	\$0.00	Rowe
4	Conduct Community Workshop	Fri 7/12/02	Mon 7/15/02	\$0.00	Rowe
5	Draft master plans	Mon 7/15/02	Mon 9/30/02	\$0.00	Rowe
6	Present draft plans to Planning Commission	Mon 10/7/02	Tue 11/12/02	\$0.00	Rowe
7	Council adoption of final plans	Wed 11/13/02	Tue 12/3/02	\$0.00	Rowe
8	Total project cost	NA	NA	\$179,000.00	

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
4	<b>Complete Murphy Avenue Corridor Study</b>	<b>Mon 4/15/02</b>	<b>Wed 1/22/03</b>	<b>\$60,000.00</b>	
1	Prepare scope of work, select consultant	Mon 4/15/02	Wed 6/12/02	\$0.00	Bischoff Contract Planner
2	Prepare alternatives for study	Mon 7/1/02	Wed 7/31/02	\$0.00	Bischoff Contract Planner
3	Review model, develop traffic projections	Thu 8/1/02	Mon 9/30/02	\$0.00	Bischoff Contract Planner
4	Evaluate street alignment and land use options	Tue 10/1/02	Thu 10/31/02	\$0.00	Bischoff Contract Planner
5	Prepare draft report	Fri 11/1/02	Fri 11/29/02	\$0.00	Bischoff Contract Planner
6	Planning Commission and Council review	Wed 12/4/02	Wed 12/4/02	\$0.00	Bischoff Contract Planner
7	Prepare final report	Thu 1/2/03	Wed 1/22/03	\$60,000.00	Bischoff Contract Planner
5	<b>Develop Measure P Amendments</b>	<b>Wed 4/3/02</b>	<b>Tue 11/4/03</b>	<b>\$65,000.00</b>	
1	Appoint advisory committee	Wed 4/3/02	Wed 7/17/02	\$0.00	Bischoff
2	Evaluate ballot measure alternatives	Mon 8/5/02	Fri 2/28/03	\$0.00	Bischoff
3	Complete measure language	Mon 3/3/03	Fri 5/9/03	\$0.00	Bischoff
4	Complete CEQA analysis	Tue 4/1/03	Wed 5/21/03	\$0.00	Bischoff
5	Council approval of measure	Wed 7/2/03	Wed 7/2/03	\$0.00	Bischoff
6	Submit to voters	Tue 11/4/03	Tue 11/4/03	\$65,000.00	Bischoff
6	<b>Develop So. County Joint Policy Plan Update Strategy</b>	<b>Wed 5/1/02</b>	<b>Wed 10/2/02</b>	<b>\$0.00</b>	
1	Develop work plans which include funding and timing for the project	Wed 5/1/02	Thu 7/25/02	\$0.00	Contract Planner
2	Submit work plans to South County Advisory Committee for recommendation	Thu 7/25/02	Thu 7/25/02	\$0.00	Contract Planner
3	Submit work plan to City, Gilroy and County for inclusion in their workplans & budgets	Mon 8/5/02	Wed 10/2/02	\$0.00	Contract Planner
7	<b>Complete Greenbelt Study</b>	<b>Mon 6/3/02</b>	<b>Wed 10/1/03</b>	<b>\$200,000.00</b>	
1	Prepare Scope of Work	Mon 6/3/02	Tue 10/1/02	\$0.00	Linder Contract Planner
2	Plan preparation & background research	Fri 11/1/02	Fri 12/20/02	\$0.00	Linder Contract Planner
3	Prepare draft plan w/strategy to protect greenbelt areas	Thu 1/2/03	Fri 5/30/03	\$0.00	Linder Contract Planner
4	Evaluate other General Plan changes & adjustments to Urban Growth Boundary	Mon 6/2/03	Thu 7/31/03	\$0.00	Linder Contract Planner
5	Workshop with Planning Commission and Council	Wed 8/6/03	Wed 8/6/03	\$0.00	Linder Contract Planner
6	Adopt Final Greenbelt Plan and Strategy Plan	Wed 10/1/03	Wed 10/1/03	\$200,000.00	Linder Contract Planner
8	<b>Participate in Valley Transportation Authority Activities</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$55,800.00</b>	
1	Attend Technical Advisory Cte & related meetings	Mon 7/1/02	Mon 6/30/03	\$0.00	Rowe
2	Total project cost	NA	NA	\$55,800.00	

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
9	<b>Prepare Annual Monitoring and Compliance Report</b>	<b>Mon 7/15/02</b>	<b>Mon 9/30/02</b>	<b>\$0.00</b>	
1	Receive request and spreadsheet forms from VTA	Mon 7/15/02	Mon 7/15/02	\$0.00	Rowe
2	Compile data	Tue 7/16/02	Mon 9/23/02	\$0.00	Rowe
3	Prepare Annual Report for City Manager's signature	Mon 9/23/02	Fri 9/27/02	\$0.00	Rowe
4	Submit Annual Report	Mon 9/30/02	Mon 9/30/02	\$0.00	Rowe
10	<b>Update Cultural Resources Preservation Ordinance</b>	<b>Mon 9/2/02</b>	<b>Wed 5/7/03</b>	<b>\$50,000.00</b>	
1	Research historic preservation ordinance adopted elsewhere	Mon 9/2/02	Mon 9/23/02	\$0.00	Senior Planner
2	Update inventory of City's historic buildings and sites	Mon 9/2/02	Thu 10/17/02	\$0.00	Senior Planner
3	Workshop with Planning Commission and Council	Mon 10/21/02	Tue 11/5/02	\$0.00	Senior Planner
4	Consult with Historical Society and other relevant agencies	Wed 11/6/02	Fri 1/10/03	\$0.00	Senior Planner
5	Prepare draft update to Cultural Resources Preservation Ordinance	Mon 1/13/03	Fri 3/21/03	\$0.00	Senior Planner
6	Identify final list of site and buildings for designation	Mon 1/13/03	Fri 3/21/03	\$0.00	Senior Planner
7	Workshop with Planning Commission and Council	Mon 3/24/03	Wed 4/2/03	\$0.00	Senior Planner
8	Adopt ordinance update, designate sites and buildings	Thu 4/3/03	Wed 5/7/03	\$25,000.00	Senior Planner
9	Total project cost	NA	NA	\$25,000.00	
11	<b>Conduct Measure P Competition</b>	<b>Tue 10/1/02</b>	<b>Wed 6/4/03</b>	<b>\$0.00</b>	
1	Review applications for consistency w/General Plan; mail acceptance letters	Fri 11/1/02	Fri 11/15/02	\$0.00	Linder
2	Complete staff evaluations	Fri 11/15/02	Fri 1/17/03	\$0.00	Linder
3	Conduct Planning commission hearings, approve final project scores	Tue 2/25/03	Tue 3/25/03	\$0.00	Linder
4	Notify applications/conduct appeal hearings	Wed 3/26/03	Wed 3/26/03	\$0.00	Linder
5	Award FY 2004-05 building allotment	Tue 5/13/03	Wed 6/4/03	\$0.00	Linder
12	<b>Ensure Right-of-Way for Highway 101 Expansion</b>	<b>Thu 1/2/03</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Conduct land use survey and alignment studies	Thu 1/2/03	Fri 2/28/03	\$0.00	Senior Planner
2	Evaluate techniques to reserve land for right-of-way acquisition	Mon 3/3/03	Mon 3/24/03	\$0.00	Senior Planner
3	Prepare draft revision to street standards and strategy plan	Tue 3/25/03	Mon 4/28/03	\$0.00	Senior Planner
4	Workshop with Planning Commission and Council	Fri 4/25/03	Wed 5/7/03	\$0.00	Senior Planner
5	Prepare final strategy plan	Thu 5/8/03	Mon 6/2/03	\$0.00	Senior Planner
6	Adoption by Council	Tue 6/3/03	Mon 6/30/03	\$0.00	Senior Planner

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
13	<b>New Boat, Trailer and RV Parking &amp; Storage Reg.</b>	<b>Thu 1/2/03</b>	<b>Wed 6/18/03</b>	<b>\$20,000.00</b>	
1	Appoint Task Force	Thu 1/2/03	Wed 2/19/03	\$0.00	Tolentino
2	Review current regulations	Thu 1/2/03	Fri 2/21/03	\$0.00	Tolentino
3	Workshop with Task Force, Planning Commission and Council	Wed 3/5/03	Wed 3/5/03	\$0.00	Tolentino
4	Research and evaluate alternatives to the current ordinance	Thu 3/6/03	Thu 3/27/03	\$0.00	Tolentino
5	Present alternatives to Task Force	Thu 4/3/03	Wed 4/2/03	\$0.00	Tolentino
6	Prepare draft regulations	Wed 4/2/03	Fri 4/18/03	\$0.00	Tolentino
7	Community Workshop	Wed 4/30/03	Wed 4/30/03	\$0.00	Tolentino
8	Public Hearings w/Planning Commission and Council	Wed 5/14/03	Thu 5/15/03	\$0.00	Tolentino
9	Prepare final ordinance	Fri 5/16/03	Fri 6/6/03	\$0.00	Tolentino
10	Adoption by City Council	Fri 6/6/03	Wed 6/18/03	\$0.00	Tolentino
11	Total project cost	NA	NA	\$20,000.00	

# City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
6	<b>FINANCE</b>	<b>Wed 10/28/98</b>	<b>Fri 11/28/03</b>	<b>\$215,000.00</b>	
1	<b>GASB 34 Implementation for 02-03 Financial Statements</b>	<b>Fri 3/1/02</b>	<b>Fri 11/28/03</b>	<b>\$0.00</b>	
1	Det. value of infrastructure assets donated to City during 01-02	Mon 7/2/01	Mon 9/2/02	\$0.00	Dilles Reza Jones Reroma Ashcraft
2	Collect cost info for infrastructure constructed in 01-02	Fri 3/1/02	Tue 12/31/02	\$0.00	Dilles Reza Jones Reroma Ashcraft
3	Det. whether to depreciate infrastructure assets/use a modified approach	Wed 5/1/02	Mon 9/30/02	\$0.00	Dilles Reza Jones Reroma Ashcraft
4	Restate the June 30, 2002 financial statements in the GASB 34 format	Wed 1/1/03	Mon 3/31/03	\$0.00	Dilles Reza Jones Reroma Ashcraft
5	Determine value of infrastructure assets donated to City in 02/03	Tue 7/1/03	Fri 8/29/03	\$0.00	Dilles Reza Jones Reroma Ashcraft
6	Prepare the 2002/03 financial statements in GASB 34 format	Tue 7/1/03	Fri 11/28/03	\$0.00	Dilles Reza Jones Reroma Ashcraft
2	<b>Business License Audit</b>	<b>Wed 5/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Use State program to identify businesses evading sales/bus. license taxes	Wed 5/1/02	Mon 6/30/03	\$0.00	Dilles Reza
2	Identify unlicensed bus. in Morgan Hill by reviewing local advertising	Wed 5/1/02	Mon 6/30/03	\$0.00	Dilles Reza
3	Produce business license lists to determine whether businesses are licensed as required	Mon 7/1/02	Mon 6/30/03	\$0.00	Dilles Reza
3	<b>Update Administrative Procedures</b>	<b>Mon 7/1/02</b>	<b>Mon 3/31/03</b>	<b>\$0.00</b>	
1	Review and update Cash Receipts Policy	Mon 7/1/02	Wed 7/31/02	\$0.00	Dilles Reza Thai
2	Review and update City Credit Card Policy	Mon 7/1/02	Fri 8/30/02	\$0.00	Dilles Reza Thai
3	Review and update Computer Purchasing Policy	Mon 7/1/02	Fri 8/30/02	\$0.00	Dilles Reza Thai
4	Review and update Purchasing summary	Mon 9/2/02	Mon 9/30/02	\$0.00	Dilles Reza Thai
5	Review and update Administration of Vehicle Replacement Fund	Tue 10/1/02	Thu 10/31/02	\$0.00	Dilles Reza Thai
6	Review and update Administrative/Departmental Overhead Rates	Fri 11/1/02	Fri 11/29/02	\$0.00	Dilles Reza Thai
7	Review and update Assessment District Administrative Fee Policy	Mon 12/2/02	Tue 12/31/02	\$0.00	Dilles Reza Thai
8	Review and update Billing for City Fees & Services	Thu 1/2/03	Fri 1/31/03	\$0.00	Dilles Reza Thai
9	Review and update Consultant Use Policy	Mon 2/3/03	Fri 2/28/03	\$0.00	Dilles Reza Thai
10	Review and update Donation Policy	Mon 3/3/03	Mon 3/31/03	\$0.00	Dilles Reza Thai
4	<b>Financial System Implementation</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$215,000.00</b>	
1	Prepare RFP for a new financial system	Tue 7/2/02	Mon 9/30/02	\$0.00	Dilles Reza Thai
2	Analyze financial system proposals through interviews and site visits	Tue 10/1/02	Thu 7/3/03	\$0.00	Dilles Thai Reza
3	Legal review of documents	Thu 1/2/03	Fri 1/31/03	\$0.00	Leichter
4	Award bid for new financial system	Mon 1/6/03	Fri 2/14/03	\$215,000.00	Dilles Thai Reza
5	Implement the new financial system packages	Thu 5/23/02	Mon 6/30/03	\$0.00	Dilles Thai Reza

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
7	<b>HUMAN RESOURCES</b>	<b>Fri 4/6/01</b>	<b>Thu 3/29/07</b>	<b>\$68,500.00</b>	
1	<b>Implement New Recognition Events</b>	<b>Fri 2/1/02</b>	<b>Mon 6/30/03</b>	<b>\$4,000.00</b>	
1	Gather recommendations from Employee Recruit. & Retention Cte.	Fri 2/1/02	Fri 3/29/02	\$0.00	Fisher Lengsfield Lapora
2	Implement recommendations	Mon 4/1/02	Mon 6/30/03	\$0.00	Fisher Lengsfield Lapora
3	Use year-long award nominations for annual recognition	Mon 4/1/02	Thu 11/21/02	\$4,000.00	Fisher Lengsfield Lapora
2	<b>Develop Intranet Site for Employees</b>	<b>Fri 2/1/02</b>	<b>Wed 11/27/02</b>	<b>\$500.00</b>	
1	Determine whether HRIS system would provide needed info to employees	Fri 2/1/02	Tue 4/30/02	\$0.00	Evans Williams
2	Implement HRIS system or implement Intranet site	Wed 5/1/02	Wed 11/27/02	\$500.00	Evans Williams IT Mgt. Committee
3	<b>Revise Temporary Employee Policies and Procedures</b>	<b>Mon 2/25/02</b>	<b>Wed 7/31/02</b>	<b>\$0.00</b>	
1	Rewrite Temporary Employee Policy	Mon 2/25/02	Fri 6/28/02	\$0.00	Fisher Williams
2	Legal review	Wed 7/3/02	Wed 7/31/02	\$0.00	Fisher Williams Leichter
3	Compose temporary handbook	Mon 6/3/02	Wed 7/31/02	\$0.00	Fisher Williams
4	<b>Provide 24 hours of Enhanced Training for Each City Employee</b>	<b>Mon 2/25/02</b>	<b>Mon 6/30/03</b>	<b>\$45,000.00</b>	
1	Research Training Topics and Availability	Mon 2/25/02	Fri 8/30/02	\$0.00	Williams Lengsfield Fisher
2	Develop curriculum and course outline	Tue 7/9/02	Mon 9/30/02	\$0.00	Williams Lengsfield Fisher
3	Begin training of employees	Mon 7/1/02	Mon 6/30/03	\$45,000.00	Williams Lengsfield Fisher
5	<b>Revise Selection Techniques to Focus on Core Competencies</b>	<b>Mon 3/18/02</b>	<b>Mon 6/30/03</b>	<b>\$8,600.00</b>	
1	Determine core competencies of CMH employees	Mon 3/18/02	Fri 8/30/02	\$0.00	Williams Evans Fisher
2	Present to management team	Thu 9/5/02	Thu 9/5/02	\$0.00	Williams Evans Fisher
3	Customize techniques for each selection	Mon 9/9/02	Mon 6/30/03	\$0.00	Williams Evans Fisher
4	Total project cost	Tue 1/1/02	Tue 1/1/02	\$8,600.00	
6	<b>Provide IPMA Training for all HR Staff</b>	<b>Mon 4/1/02</b>	<b>Fri 12/20/02</b>	<b>\$2,000.00</b>	
1	Review program and eligibility	Mon 4/1/02	Tue 4/30/02	\$0.00	Fisher
2	Contract for dates and trainers	Mon 7/1/02	Wed 7/31/02	\$0.00	Fisher
3	Conduct Training	Mon 12/2/02	Fri 12/20/02	\$2,000.00	Fisher
7	<b>Adopt New Personnel Rules and Regulations</b>	<b>Mon 4/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Re-review of new proposed rules by HR Director	Mon 4/1/02	Tue 4/30/02	\$0.00	Fisher
2	Meet with City Attorney to incorporate changes	Wed 5/1/02	Fri 7/26/02	\$0.00	Fisher Leichter



## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
3	Request comments from bargaining units	Wed 8/7/02	Tue 9/3/02	\$0.00	Fisher
4	Final draft to management team for comments	Tue 9/3/02	Mon 9/30/02	\$0.00	Fisher
5	Present finals rules to City Council for adoption	Wed 10/30/02	Wed 10/30/02	\$0.00	Fisher
6	Provide information to employees, managers and supervisors on changes	Tue 10/1/02	Mon 6/30/03	\$0.00	Fisher
8	<b>Maintain Employee Recruitment and Retention Cte.</b>	<b>Wed 5/1/02</b>	<b>Mon 6/30/03</b>	<b>\$2,500.00</b>	
1	Carry over Human Resources Strategic Plan goal into this goal	Wed 5/1/02	Mon 7/1/02	\$0.00	Fisher
2	Continue to make recommendations to City Mgr. & Council to ensure the City remains an "employer of choice"	Mon 7/1/02	Mon 6/30/03	\$0.00	Fisher
3	Total project cost	Tue 1/1/02	Tue 1/1/02	\$2,500.00	
9	<b>Make HR Staff More Available to Operating Departments</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$5,400.00</b>	
1	Distribute survey on HR services	Mon 7/1/02	Wed 7/31/02	\$0.00	Fisher Williams
2	Analyze results; create activities to meet requests	Thu 8/1/02	Thu 10/31/02	\$0.00	Fisher Williams
3	Perform quarterly audits of effectiveness, make adjustments as needed	Fri 11/1/02	Mon 6/30/03	\$5,400.00	Fisher Williams
10	<b>Compile Employee Yearbook</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Research other cities' methods	Mon 7/1/02	Fri 8/30/02	\$0.00	Evans Lapora
2	Take photos of all employees, gather pertinent work information	Tue 9/3/02	Wed 11/27/02	\$0.00	Evans Lapora
3	Compile information and provide to employees	Thu 1/2/03	Mon 6/30/03	\$0.00	Evans Lapora
11	<b>Revise Performance Evaluation Form and Process</b>	<b>Mon 7/1/02</b>	<b>Wed 6/30/04</b>	<b>\$500.00</b>	
1	Determine core competencies to use for evaluating City employees	Mon 7/1/02	Mon 9/30/02	\$0.00	Williams
2	Customize evaluation form as appropriate	Tue 10/1/02	Tue 12/31/02	\$0.00	Williams
3	Review form with ER&R, unions and management; revise as needed	Thu 1/2/03	Mon 3/31/03	\$0.00	Williams Leichter
4	Train all employees and supervisors on new process	Tue 4/1/03	Mon 6/30/03	\$0.00	Williams
5	Gather feedback on new process and revise as necessary	Tue 7/1/03	Wed 6/30/04	\$0.00	Williams
6	Total project cost	Tue 1/1/02	Tue 1/1/02	\$500.00	

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
8	<b>INFORMATION TECHNOLOGY MANAGEMENT</b>	<b>Wed 5/15/02</b>	<b>Mon 6/30/03</b>	<b>\$70,000.00</b>	
1	<b>Develop City Computer Users Group</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Identify role/responsibilities of City computer users group	Mon 7/1/02	Mon 7/15/02	\$0.00	IT Management Cte.
2	Establish membership criteria	Mon 7/15/02	Wed 7/31/02	\$0.00	IT Management Cte.
3	Solicit members from Departments	Thu 8/1/02	Fri 8/30/02	\$0.00	IT Management Cte.
4	Establish group	Mon 9/2/02	Mon 9/2/02	\$0.00	IT Management Cte.
5	Maintain liaison with users group	Mon 9/2/02	Mon 6/30/03	\$0.00	IT Management Cte.
2	<b>Provide Feedback on IT Maintenance Service</b>	<b>Mon 7/1/02</b>	<b>Thu 11/28/02</b>	<b>\$0.00</b>	
1	Provide feedback/guidance for IT maintenance	Mon 7/1/02	Mon 9/30/02	\$0.00	Users Group Eulo
2	Develop strategies to enhance service	Tue 10/1/02	Thu 11/28/02	\$0.00	Users Group Eulo
3	<b>Acquire IT Management Software</b>	<b>Mon 7/1/02</b>	<b>Mon 9/30/02</b>	<b>\$1,000.00</b>	
1	Acquire IT management software	Mon 7/15/02	Thu 8/15/02	\$1,000.00	Computer Committee
2	Distribute software to departments	Fri 8/30/02	Fri 8/30/02	\$0.00	Computer Committee
3	Develop procedures for obtaining updates	Mon 7/1/02	Fri 8/30/02	\$0.00	Computer Committee
4	Complete data collection of IT resources	Mon 9/30/02	Mon 9/30/02	\$0.00	Computer Committee
4	<b>Implement MS Office Suite</b>	<b>Wed 7/31/02</b>	<b>Mon 9/30/02</b>	<b>\$59,000.00</b>	
1	Purchase products as determined by evaluation	Wed 7/31/02	Mon 9/30/02	\$55,000.00	IT Management Cte. IT Users Group
2	Develop training for city staff	Mon 9/30/02	Mon 9/30/02	\$4,000.00	IT Management Cte. IT Users Group
3	Deploy software at all sites	Mon 9/30/02	Mon 9/30/02	\$0.00	IT Management Cte. IT Users Group
5	<b>E-Government Strategic Plan</b>	<b>Mon 9/2/02</b>	<b>Mon 6/30/03</b>	<b>\$0.00</b>	
1	Review current E-Government plans and activities	Mon 9/2/02	Mon 9/30/02	\$0.00	IT Management Cte.
2	Review potential E-Government uses	Tue 10/1/02	Thu 10/31/02	\$0.00	IT Management Cte.
3	Develop a strategic plan to deploy more E-government activities	Fri 11/1/02	Fri 11/29/02	\$0.00	IT Management Cte.
4	Coordinate with various Departments to implement plan	Mon 12/2/02	Mon 6/30/03	\$0.00	IT Management Cte.
6	<b>Website Upgrade</b>	<b>Wed 1/1/03</b>	<b>Mon 3/3/03</b>	<b>\$10,000.00</b>	
1	Review web site material to ensure it is current	Wed 1/1/03	Fri 2/14/03	\$0.00	Eulo
2	Request upgrade suggestions from departments	Wed 1/15/03	Wed 1/15/03	\$0.00	Eulo
3	Provide material to webmaster	Mon 2/17/03	Mon 2/17/03	\$0.00	Eulo
4	Post new material, functions to website	Mon 3/3/03	Mon 3/3/03	\$10,000.00	Eulo

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
9	<b>POLICE</b>	<b>Fri 3/1/02</b>	<b>Mon 6/30/03</b>	<b>\$687,000.00</b>	
1	<b>New Police Facility</b>	<b>Fri 3/1/02</b>	<b>Mon 6/30/03</b>	<b>\$482,000.00</b>	
1	Complete joint master plan	Fri 3/1/02	Fri 8/30/02	\$0.00	Galvin Police Captain
2	Develop RFQ	Mon 7/1/02	Thu 8/1/02	\$0.00	Galvin Police Captain
3	Distribute RFQ	Thu 8/1/02	Mon 9/2/02	\$0.00	Galvin Police Captain
4	Select architectural design firm	Mon 9/16/02	Tue 10/15/02	\$0.00	Galvin Police Captain
5	Develop design	Fri 11/1/02	Mon 6/30/03	\$482,000.00	
2	<b>Department Training Schedule</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$50,000.00</b>	
1	Identify training needs	Mon 7/1/02	Mon 7/15/02	\$0.00	Borzone
2	Identify training resources	Mon 7/15/02	Wed 7/31/02	\$0.00	Borzone
3	Schedule training	Thu 8/1/02	Mon 6/30/03	\$50,000.00	Borzone
3	<b>Deploy Second School Resource Officer</b>	<b>Mon 7/1/02</b>	<b>Tue 9/10/02</b>	<b>\$0.00</b>	
1	Coordinate position with school district	Mon 7/1/02	Fri 8/30/02	\$0.00	Special Operations Sergeant
2	Internal selection	Thu 8/15/02	Fri 8/30/02	\$0.00	Special Operations Sergeant
3	Deploy SRO in middle school	Tue 9/10/02	Tue 9/10/02	\$0.00	Special Operations Sergeant
4	<b>Animal Control Services</b>	<b>Mon 7/1/02</b>	<b>Fri 1/31/03</b>	<b>\$41,000.00</b>	
1	Acquire new animal control vehicle	Mon 7/1/02	Fri 8/30/02	\$41,000.00	Borzone
2	Identify long term kennel needs	Mon 9/2/02	Thu 10/31/02	\$0.00	Borzone Public Works
3	Study opportunities for multi-jurisdiction approach to animal control	Fri 11/1/02	Fri 1/31/03	\$0.00	Borzone
5	<b>County Communication Compatibility Projects</b>	<b>Mon 7/1/02</b>	<b>Fri 2/28/03</b>	<b>\$0.00</b>	
1	Identify alternative strategies for radio and CAD to CAD communications	Mon 7/1/02	Mon 9/30/02	\$0.00	Yinger
2	Adopt strategic plan for interoperability	Tue 10/1/02	Tue 12/31/02	\$0.00	Yinger
3	Phase I requirements analysis and recommendations	Thu 1/2/03	Fri 1/31/03	\$0.00	Yinger
4	Phase II design requirements	Thu 1/2/03	Fri 2/28/03	\$0.00	Yinger
6	<b>SLETS &amp; CJIC Terminals Deployment</b>	<b>Mon 7/1/02</b>	<b>Fri 8/30/02</b>	<b>\$3,000.00</b>	
1	Provide infrastructure needed for deployment at dispatch & records workstations	Mon 7/1/02	Tue 7/30/02	\$3,000.00	Yinger
2	Deploy at workstations	Thu 8/1/02	Fri 8/30/02	\$0.00	Yinger

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
7	<b>Develop Strategy to Clear UCR Part I Crimes</b>	<b>Mon 7/1/02</b>	<b>Fri 11/1/02</b>	<b>\$0.00</b>	
1	Evaluate investigative workloads/ assignments.	Mon 7/1/02	Thu 8/15/02	\$0.00	Galvin
2	Review case management practices.	Thu 8/1/02	Fri 8/30/02	\$0.00	Galvin
3	Identify investigative staffing/procedural adjustments.	Mon 9/2/02	Mon 9/30/02	\$0.00	Galvin
4	Implement strategy	Fri 11/1/02	Fri 11/1/02	\$0.00	Galvin
8	<b>Review Police Response Time</b>	<b>Mon 7/1/02</b>	<b>Fri 11/29/02</b>	<b>\$0.00</b>	
1	Review current response times	Mon 7/1/02	Fri 8/30/02	\$0.00	Police Captain
2	Modify response time criteria as warranted	Mon 9/2/02	Mon 9/30/02	\$0.00	Police Captain
3	Identify any staffing/ procedural adjustments	Tue 10/1/02	Fri 11/15/02	\$0.00	Police Captain
4	Implement strategy	Fri 11/29/02	Fri 11/29/02	\$0.00	Police Captain
9	<b>Radio Infrastructure Upgrade</b>	<b>Tue 10/1/02</b>	<b>Mon 3/31/03</b>	<b>\$111,000.00</b>	
1	Identify radio infrastructure requirements	Tue 10/1/02	Fri 11/15/02	\$0.00	Police Captain
2	Evaluate funding sources for required modifications	Fri 11/15/02	Wed 1/15/03	\$0.00	Police Captain
3	Create a radio infrastructure master plan	Wed 1/15/03	Mon 3/31/03	\$0.00	Police Captain
4	Total project cost	Tue 1/1/02	Tue 1/1/02	\$111,000.00	

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
10	<b>PUBLIC WORKS</b>	<b>Tue 7/3/01</b>	<b>Mon 6/30/03</b>	<b>\$50,905,000.00</b>	
1	<b>Community Indoor Recreation Center</b>	<b>Tue 7/3/01</b>	<b>Wed 6/30/04</b>	<b>\$26,200,000.00</b>	
1	Architectural design selection process	Tue 7/3/01	Fri 9/28/01	\$0.00	Struve Spier
2	Preliminary design including public input process	Mon 10/1/01	Fri 9/27/02	\$0.00	Struve Spier
3	Final design and construction drawings	Mon 9/30/02	Fri 3/28/03	\$0.00	Struve Spier
4	Solicit and award of bid for construction	Fri 4/4/03	Fri 5/30/03	\$0.00	Struve Spier
5	Construction period	Mon 6/2/03	Wed 6/30/04	\$0.00	
6	Total project cost	NA	NA	\$26,200,000.00	
2	<b>Construction of Community Center</b>	<b>Mon 10/22/01</b>	<b>Thu 11/7/02</b>	<b>\$13,800,000.00</b>	
1	Construction Period	Mon 10/22/01	Thu 11/7/02	\$0.00	Ritter
2	Total project cost	NA	NA	\$13,800,000.00	Ritter
3	<b>Butterfield Construction San Pedro to Tennant</b>	<b>Mon 9/3/01</b>	<b>Fri 5/30/03</b>	<b>\$3,850,000.00</b>	
1	Complete Right-of-way Acquisition	Mon 9/3/01	Thu 5/2/02	\$0.00	Behzad
2	Award Bid	Mon 6/3/02	Fri 7/26/02	\$0.00	Behzad
3	Construction Period	Mon 7/29/02	Fri 5/30/03	\$0.00	Behzad
4	Total project cost	NA	NA	\$3,850,000.00	
4	<b>Construction of Community Playhouse</b>	<b>Wed 1/2/02</b>	<b>Fri 11/29/02</b>	<b>\$2,500,000.00</b>	
1	Award Bid	Wed 1/2/02	Fri 3/15/02	\$0.00	Ritter
2	Construction Period	Mon 5/6/02	Fri 11/29/02	\$0.00	Ritter
3	Total project cost	NA	NA	\$2,500,000.00	Ritter
5	<b>Construction of Edmundson / Boys Ranch Reservoirs</b>	<b>Mon 4/1/02</b>	<b>Fri 12/20/02</b>	<b>\$4,500,000.00</b>	
1	Award Bid	Mon 4/1/02	Thu 5/30/02	\$0.00	Versaw
2	Construction Period	Thu 5/30/02	Fri 12/20/02	\$0.00	Versaw
3	Total project cost	NA	NA	\$4,500,000.00	
6	<b>Consider Assessment District for Park &amp; Median Maint.</b>	<b>Thu 8/1/02</b>	<b>Tue 9/3/02</b>	<b>\$10,000.00</b>	
1	Obtain Council direction re: creation of Citywide assessment district	Thu 8/1/02	Tue 9/3/02	\$0.00	Struve
2	Obtain Council direction regarding options for funding alternatives	Wed 8/21/02	Tue 9/3/02	\$0.00	Struve
3	Total project cost	NA	NA	\$10,000.00	

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
7	<b>Implement Tidemark permit tracking</b>	<b>Mon 9/2/02</b>	<b>Fri 3/28/03</b>	<b>\$20,000.00</b>	
1	Purchase and Install Software	Mon 9/2/02	Thu 10/31/02	\$0.00	Bjarke
2	Train Staff	Fri 11/1/02	Tue 12/31/02	\$0.00	Bjarke
3	Update all Active Files	Wed 1/1/03	Fri 3/28/03	\$0.00	Bjarke
4	Total project cost	NA	NA	\$20,000.00	
8	<b>Storm Water II NPDES Permit</b>	<b>Wed 3/27/02</b>	<b>Mon 3/10/03</b>	<b>\$5,000.00</b>	
1	Meet with regional partners, develop plan	Wed 3/27/02	Wed 2/19/03	\$0.00	Totschinger
2	Council to approve plan	Wed 2/19/03	Wed 2/19/03	\$0.00	Totschinger
3	Submit Plan to Regional Water Quality Control District	Mon 3/10/03	Mon 3/10/03	\$0.00	Totschinger
4	Total project cost	NA	NA	\$5,000.00	
9	<b>Implement Development Processing Study Recommendations</b>	<b>Mon 9/2/02</b>	<b>Mon 6/30/03</b>	<b>\$20,000.00</b>	
1	Implement primary recommendations	Mon 9/2/02	Tue 12/31/02	\$0.00	Creer
2	Implement secondary recommendations	Thu 1/2/03	Mon 6/30/03	\$0.00	Creer
3	Total project cost	NA	NA	\$20,000.00	

## City of Morgan Hill Workplan 2002-03

ID	Task Name	Baseline Start	Baseline Finish	Cost	Resource Names
11	<b>RECREATION</b>	<b>Wed 2/27/02</b>	<b>Mon 6/30/03</b>	<b>\$9,234,000.00</b>	
1	<b>Community and Cultural Center</b>	<b>Mon 4/1/02</b>	<b>Mon 6/30/03</b>	<b>\$665,000.00</b>	
1	Hire support staff	Wed 5/22/02	Wed 10/2/02	\$375,000.00	Spier Fisher
2	Establish rental policies and fees	Mon 4/1/02	Thu 8/15/02	\$40,000.00	Spier Sports Management Group
3	Purchase FF&E	Mon 7/1/02	Thu 8/1/02	\$250,000.00	Spier Ritter Bischoff
4	Coordinate move	Tue 10/8/02	Mon 11/11/02	\$0.00	Spier Ritter
5	Market to the community	Thu 8/1/02	Mon 6/30/03	\$0.00	Event coordinator
2	<b>Aquatics Complex Project</b>	<b>Mon 7/1/02</b>	<b>Wed 3/5/03</b>	<b>\$1,480,000.00</b>	
1	Architect Contract	Mon 7/1/02	Mon 7/22/02	\$0.00	Spier
2	Legal review	Mon 7/8/02	Mon 7/22/02	\$0.00	Spier Leichter
3	Design Phase	Thu 8/1/02	Tue 12/10/02	\$0.00	Spier
4	Construction Bid Phase	Tue 1/14/03	Wed 3/5/03	\$1,480,000.00	Spier
3	<b>Permanent Skate and BMX Park</b>	<b>Mon 9/9/02</b>	<b>Mon 6/30/03</b>	<b>\$75,000.00</b>	
1	Design by volunteer committee	Mon 9/9/02	Mon 1/20/03	\$0.00	Lugger
2	Funding campaign strategies and objectives	Fri 11/1/02	Mon 6/30/03	\$75,000.00	Lugger Spier
4	<b>Purchase Hardware/Software for Class Reg., Facility Res.</b>	<b>Mon 7/1/02</b>	<b>Mon 6/30/03</b>	<b>\$9,000.00</b>	
1	Implement chosen program for trial run	Mon 7/1/02	Mon 9/30/02	\$9,000.00	Thomsen IT Mgt. Cte.
2	Incorporate school field reservations component	Mon 7/1/02	Mon 6/30/03	\$0.00	Thomsen Spier
5	<b>Support Proposition 14 Grant for Library Project</b>	<b>Fri 11/29/02</b>	<b>Thu 2/27/03</b>	<b>\$7,000,000.00</b>	
1	Receive funding decisions, determine process depending on results	Fri 11/29/02	Thu 1/30/03	\$7,000,000.00	Balagso Spier
2	Legal review may be required, depending on results of funding	Mon 12/2/02	Thu 2/27/03	\$0.00	Spier Leichter
6	<b>Art A La Carte</b>	<b>Wed 1/8/03</b>	<b>Fri 5/9/03</b>	<b>\$5,000.00</b>	
1	Change venue to Community Center	Wed 1/8/03	Fri 5/9/03	\$0.00	Lugger
2	Develop committee with MH Community Foundation	Thu 1/9/03	Fri 5/9/03	\$5,000.00	Spier Parks & Recreation Comm.



## ***CITY COUNCIL STAFF REPORT***

***MEETING DATE: June 26, 2002***

### **AWARD OF CONTRACT TO PROVIDE PUBLIC WORKS INSPECTIONS SERVICES ON AN AS-NEEDED BASIS**

#### **RECOMMENDED ACTION(S):**

1. Approve a Professional Services Contract with Testing Engineers, Inc. (TEI) to provide public works inspection services on an as-needed basis at a not-to-exceed cost of \$127,000 for FY 02-03 (Contingent on approval of the 2002/2003 Budget).
2. Authorize the City Manager to execute the contract.

#### **EXECUTIVE SUMMARY:**

As in the past years, public improvement construction has continued at a high level of activity. As a result, the requests for engineering and inspection services also remains high. This agreement will provide for contract public works inspections on an as needed basis to ensure that all public improvements associated with development and CIP projects are installed properly and that delays in the construction projects are minimized.

TEI was selected due to their ability to provide services that other inspection companies were unable to provide, namely compaction testing and daily public works related inspections. Furthermore, TEI has a certified soils, asphalt and concrete laboratory to assist the inspectors with complicated field conditions related to the installation of improvements in the public right-of-way. The final cost was negotiated to include inspection services and the use of a specialized soils compaction gauge. TEI has been providing these services on a contract basis for the past four years.

The contract inspectors will be used during the times of high construction activity. The funds to pay for these services will be collected from the fees paid for land development processing or from budgeted CIP project accounts. During the slower construction months, the inspections will be handled solely by full-time Public Works Inspectors.

#### **FISCAL IMPACT:**

The cost for the contract inspection services is \$127,000 and will be funded from FY 02/03 Contract Services sub-account in the Public Works Community Development Engineering and Public Works Capital Improvement Program accounts. The contract costs are split with 50% assigned to Fund 206-42231-5410 and 50% assigned to Fund 745-42231-8280.

**Agenda Item # 3**

**Prepared By:**

\_\_\_\_\_  
**PW Inspection  
Supervisor**

**Approved By:**

\_\_\_\_\_  
**Public Works Director**

**Submitted By:**

\_\_\_\_\_  
**City Manager**





## ***CITY COUNCIL STAFF REPORT***

***MEETING DATE: June 26, 2002***

### **ACKNOWLEDGMENT OF NO BIDS FOR SIDEWALK, CURB & GUTTER REPLACEMENT PROJECT**

**RECOMMENDED ACTION:** Acknowledge that no bids were received and authorize staff to negotiate a contract with a qualified contractor to perform the work per Public Contract Code Section 20166.

**Agenda Item # 4**

**Prepared By:**

\_\_\_\_\_  
**Junior Engineer**

**Approved By:**

\_\_\_\_\_  
**Public Works Director**

**Submitted By:**

\_\_\_\_\_  
**City Manager**

#### **EXECUTIVE SUMMARY:**

This project provides for the replacement of damaged curb/gutter and sidewalk at various locations throughout the City. A total of approximately \$45,000 is budgeted for this work in our Street Maintenance Operations budget.

The bid opening was held on June 6, 2002 and no bids were received.

Per Public Contract Code Section 20166, *"In its discretion, the legislative body may reject any bids presented and readvertise. If two or more bids are the same and the lowest, the legislative body may accept the one it chooses. If no bids are received, the legislative body may have the project done without further complying with this chapter."* Therefore, staff recommends negotiating with a qualified contractor to complete work.

**FISCAL IMPACT:** The project is funded in our Street Maintenance Operations budget in 2001/2002.



## CITY COUNCIL MEETING STAFF REPORT

MEETING DATE: JUNE 26, 2002

**TITLE: AWARD OF CONTRACT TO PROVIDE PLAN CHECKING SERVICES ON AN AS-NEEDED BASIS**

### RECOMMENDED ACTION(S):

1. Approve FY 02-03 professional services contract with Harris & Associates to provide contract plan checking services on an as-needed basis at a not-to-exceed fee of \$120,000, subject to adoption of the FY 02-03 budget.
2. Authorize the City Manager to execute the contract.

**EXECUTIVE SUMMARY:** Private development activity and its associated workload continues to extend beyond what the current staff is capable of reviewing. As such, additional assistance is needed to process the plans quickly to meet the State statutes for plan review and provide services to guarantee the improvements are designed to City standards.

The City negotiated with Harris and Associates due to the expertise they have shown over the past four years in processing land development applications for the City of Morgan Hill. City staff believes that they will provide the best services for the projected costs. As in the past, it is anticipated that Harris personnel will continue to be used on a three day a week basis to assist city staff with the processing of land development applications. The funds to pay for these services are collected from the fees paid for land development processing.

**FISCAL IMPACT:** The contract cost for the contract plan checking services is \$120,000 and will be funded from our Contract Services sub-account in the Public Works Community Development Engineering account.

Agenda Item # 5

Prepared By:

Senior Civil Engineer

Approved By:

Public Works Director

Submitted By:

City Manager



## **CITY COUNCIL STAFF REPORT**

**MEETING DATE:** *June 26, 2002*

### **AWARD CONTRACT FOR CONSTRUCTION OF THE EDMUNDSON RESERVOIR PROJECT**

#### **RECOMMENDED ACTION(S):**

1. Award contract to Chicago Bridge & Iron for construction of the Edmundson Reservoir in the amount of \$1,338,168.00.
2. Approve an amendment to the Schaaf & Wheeler design contract not to exceed \$83,076.00 for construction phase services.
3. Approve a construction contingency of 20% of the construction contract for the Edmundson Reservoir project, not to exceed \$267,600.00.

#### **EXECUTIVE SUMMARY:**

The Edmundson Reservoir will be constructed to increase fire flows in the Nob Hill water zone, and to reduce peak load electrical usage. The Edmundson Reservoir will be a 4 million gallon steel tank, located on a hillside northeast of the DeWitt and Edmundson intersection. Construction is expected to take 10-12 months.

The reservoir is consistent with the goals and policies of the City's adopted General Plan and the City's Water System Master Plan. A Mitigated Negative Declaration was approved by the City Council on March 20, 2002. The project is budgeted in the FY 2001-2002 CIP.

The plans and specifications were advertised for public bid on May 17<sup>th</sup> and 24<sup>th</sup>, 2002. The bid opening was held June 12, 2002. The bids received are listed below:

Chicago Bridge & Iron	\$1,338,168.00
Pacific Tank	\$1,510,876.10
Granite Construction	\$1,636,636.00
Stevens Creek	\$1,994,405.00
John Clay	\$1,000,650.31
Vulcan	\$2,176,806.00

The low bid was 44% below the Engineer's Estimate of \$2,390,925.00. Staff has completed a background check on the low bidder and recommends award of the contract to Chicago Bridge & Iron. The work is scheduled to start within 4 weeks of award and will be completed in 180 working days.

#### **FISCAL IMPACT:**

The total construction cost plus contingency for this project is \$1,605,768.00 and will be funded by the 2001-02 Capital Improvement Program (CIP) Budget, Project #602A96, Water Fund.

**Agenda Item # 6**

**Prepared By:**

\_\_\_\_\_  
**Alice Tulloch**

**Approved By:**

\_\_\_\_\_  
**Public Works Director**

**Submitted By:**

\_\_\_\_\_  
**City Manager**



## **CITY COUNCIL STAFF REPORT**

**MEETING DATE:** *June 26, 2002*

### **AWARD CONTRACT FOR CONSTRUCTION OF 02/03 TRAFFIC SIGNALIZATION PROJECT**

#### **RECOMMENDED ACTION(S):**

1. Award contract to GAB Construction for construction of the 02/03 Traffic Signalization Project in the amount of \$456,000.
2. Approve 10% construction contingency in the amount of \$45,600.

#### **EXECUTIVE SUMMARY:**

Due to increased traffic, several intersections in the City meet State warrants for the installation of traffic signals. These intersection include Diana Avenue and Butterfield Boulevard, East Dunne Avenue and Hill Road and Tennant Avenue and Northbound 101. The designs for Diana Avenue and Butterfield Boulevard and East Dunne Avenue and Hill Road were completed this spring and are included in the traffic signalization project. The design for the Tennant Avenue and Northbound 101 intersection is currently under review by the State. It is anticipated that State review will be complete by early August and that this project will be ready to bid soon after. The intersection of Condit Road and East Dunne Avenue is also included in the above referenced project. Although this intersection is already signalized, the equipment is antiquated and in need of upgrading. The work will include removing the islands containing the signal poles and moving the signal poles on East Dunne Avenue to behind the face of curb.

The bid opening was held Tuesday, June 18, 2002. The bids received are listed below:

GAB Construction	\$456,000
Rosendin Electric, Inc.	\$487,480
Signal Electric Construction	\$520,000
Steve Lacke Electric Construction	\$539,000
Giacalone Electrical Services	\$587,000

The low bid was 10% below the Engineer's Estimate of \$505,000. Staff has completed a background check on the low bidder and recommends award of the contract to GAB Construction.

The work is scheduled to start July 22, 2002 and will be completed in 70 working days.

#### **FISCAL IMPACT:**

The total contract cost including contingency for this project is \$501,600 and is funded in the 2001-02 Capital Improvement Program (CIP) Budget, Project #502093.

**Agenda Item # 7**

**Prepared By:**

\_\_\_\_\_  
**Senior Engineer**

**Approved By:**

\_\_\_\_\_  
**Public Works Director**

**Submitted By:**

\_\_\_\_\_  
**City Manager**



## ***CITY COUNCIL STAFF REPORT***

***MEETING DATE: June 26, 2002***

### **EXTENSION OF CONTRACT FOR CONSULTANT**

### **PLANNING SERVICES**

#### **RECOMMENDED ACTION:**

Authorize the City Manager to execute an extension to the consultant services agreement for contract planning services at a cost not to exceed \$15,000.

#### **EXECUTIVE SUMMARY:**

The budget for FY 2002-2003 again includes funding for a new Senior Planner position. That position was added to undertake a number of important projects authorized by the Council including the update of the Zoning and Subdivision Ordinance, update of the Downtown Plan and update of the Design Review Ordinance and Architectural Review Handbook. Our initial efforts to fill this position in the last fiscal year were unsuccessful. So as not to further delay the start of the above planning projects, the City retained the services of a contract planner to assist with processing of current development applications. This has allowed existing staff, the Planning Manager, Senior Planner and Associate Planner to work on the above assignments. The contract planner is authorized to work a maximum of 20 hours per week and is under contract through the end of the current fiscal year.

Staff is requesting that the Contract for Consultant Planning Services be extended from June 30, 2002 to September 30, 2002. Upon City Council adoption of the Fiscal Year 2002-03 Budget and approval by the City Manager, HR will begin the recruitment process for the permanent senior planner position. We hope to have that position filled before the end of this contract extension. As with the original contract, the cost of the contract planner will be paid from the unused salary for the Senior Planner position.

#### **FISCAL IMPACT:**

There would be no net effect on the budget by approval of this contract. Funding will come from the unused salary during the Senior Planner recruitment process.

**Agenda Item # 8**

**Prepared By:**

\_\_\_\_\_  
**Planning Manager**

**Approved By:**

\_\_\_\_\_  
**Community  
Development Director**

**Submitted By:**

\_\_\_\_\_  
**City Manager**



## ***CITY COUNCIL STAFF REPORT***

***MEETING DATE: JUNE 26, 2002***

### **TITLE: UTILITY BILLING SOFTWARE PURCHASE AND INSTALLATION**

#### **RECOMMENDED ACTION(S):**

- 1) Authorize the City Manager to execute a contract for a new utility billing software system with Incode, Inc. in the amount not to exceed \$110,000**

#### **EXECUTIVE SUMMARY:**

On April 3, 2002, the City Council approved of staff's request to pursue contract negotiations with Incode, Inc (Incode). After further discussions with Incode, Inc. and more detailed review of the proposal, both parties have agreed to a reduced proposal to the amount of \$89,525, which is \$9,000, or 10%, less than the original proposal. Including travel expenses and applicable taxes, staff is requesting that the City Council authorize the City Manager to execute a contract with Incode, Inc. in the amount not to exceed \$110,000.

The City's current system, MultiPlus, was purchased in May 1999, as a "quick fix" to the Y2K problem, but the software has been dysfunctional since it was first installed and has recently deteriorated. Problems with this DOS based system include errors in printed bills, the inability to reprint a bill, inability to back up data properly, missing data, unknown calculations, and other inexplicable errors. Technical support for MultiPlus is down to one individual at IMSofTech.

In June 2001, staff prepared a Request for Proposals (RFP) for a new utility billing software system, because of declining functionality and support for the current system, MultiPlus from IMSofTech. With eleven responses, a Selection Committee was formed, the list was narrowed down to the top four, and ultimately Incode, Inc., of Lubbock, Texas was selected as the best solution for the City. Evaluation of the vendors included product features, price, proposal responsiveness, background checks, interviews, and demonstrations. Attached are summaries of staff's analyses in selecting Incode.

From the final four vendors evaluated, Incode's InVision seems to provide the most cost-effective system for the City, and received the highest ratings. They also received strong references of support from their existing customer base. They currently have over 450 customers nationwide and recently added the City of Porterville. General strong points about InVision include: easy-to-use graphical interface, client relation management (CRM), strong report writing features, integration with our current and future network system, and capacity to upgrade to online payments for utility customers. These features would definitely benefit the public as well as city staff. Incode has also a good integrated financial system that the City may look into in the next fiscal year. The other three systems were from IMSofTech, Springbrook Software, and Advanced Utility Systems Corporation.

#### **FISCAL IMPACT:**

The projected cost of purchase, implementation, and training for InVision is \$89,525. Including travel (estimated at \$8,089) and tax, staff proposes that payments to Incode, Inc. not exceed \$110,000. The purchase of hardware is estimated at an additional \$10,000, and staff also recommends setting aside \$5,000 for unexpected programming, technical support, and contingencies. The total project cost is estimated at \$125,000, and annual maintenance is estimated at \$13,157. Sufficient funds were budgeted in the current fiscal year.

**Agenda Item # 9**

**Prepared By:**

**Chu Thai**

**Approved By:**

**Jack Dilles**

**Submitted By:**

**City Manager**



## ***CITY COUNCIL STAFF REPORT***

***MEETING DATE: June 26, 2002***

### **APPEAL OF SUBDIVISION APPLICATION SD 01-04: McLAUGHLIN-JONES**

#### **RECOMMENDED ACTION(S):**

1. Open Public Hearing
2. Continue to July 17 meeting.

#### **EXECUTIVE SUMMARY:**

On April 17, 2002, the City Council considered a zoning and subdivision request for a proposed 9-lot development on a 2.16 acre site located on the east side of McLaughlin Ave., north of E. Central Ave. west of the railroad tracks. The Council denied the zoning application (4-0-1 vote). At the same meeting the Council took no action on the subdivision request thereby, concurring with the Planning Commission's decision to deny the corresponding subdivision map. The applicant is appealing the Planning Commission's denial of the subdivision map (see attached letter).

Pursuant to Municipal Code Section 17.20.130 the City Council must consider the appeal within 30 days or at its first regular meeting unless the subdivider consents to a continuance. A letter has been received from the applicant requesting a continuance to the July 17, 2002. The letter requesting the continuance is attached for the Council's reference.

Pursuant to the applicant's request, it is recommended that the City Council continue the appeal to the July 17 agenda.

**FISCAL IMPACT:** None. Filing fees were paid to the City to cover the cost of processing this application.

**Agenda Item # 10**

**Prepared By:**

\_\_\_\_\_  
**Senior Planner**

**Approved By:**

\_\_\_\_\_  
**Community  
Development Director**

**Submitted By:**

\_\_\_\_\_  
**City Manager**



***CITY OF MORGAN HILL AND  
REDEVELOPMENT AGENCY STAFF REPORT  
MEETING DATE: JUNE 26, 2002***

**TITLE: PUBLIC HEARING FOR ADOPTION OF FISCAL  
YEAR 2002/03 BUDGET**

**RECOMMENDED ACTION(S):**

- 1) Open and close the Public Hearing.**
- 2) Approve Resolution of the City of Morgan Hill Adopting the Fiscal Year 2002/03 Annual City Budget and Adopting the Appropriations Limit for Fiscal Year 2002/03.**
- 3) Approve Resolution of the Redevelopment Agency of the City of Morgan Hill Adopting the FY 2002/03 Annual Agency Budget.**
- 4) Approve the Capital Improvement Plan.**

**EXECUTIVE SUMMARY:**

Following the May 15, 2002 City Council and Redevelopment Agency Board meeting at which the Proposed Fiscal Year 2002/03 Budget was introduced, the City Council and Agency Board held a Budget and Capital Improvement Program Workshop on May 31. Approval of the attached two Resolutions will adopt the City and Redevelopment Agency Budgets and the Fiscal Year 2002/03 Appropriations Limit.

As requested by the State Department of Housing & Community Development, the Redevelopment Agency has included, within the RDA Resolution, a finding that planning and administrative costs attributable to the Housing 20% Set-Aside fund are necessary and proportionate to amounts proposed for actual housing activities during the fiscal year. Each year the Agency approves the proposed use of Low to Moderate Income Housing Funds for such planning and administrative activities as part of this annual budget approval process, which includes a series of public meetings and workshops.

Since the May 31 Budget and Capital Improvement Program Workshop, staff has determined that several revisions were necessary to the FY 2002/03 Budget Document. The Fiscal Year 2002/03 changes are proposed and summarized in Attachment A. Actual replacement pages reflecting these pages and certain format revisions for the Budget document are also attached.

The Finance and Audit Committee will be submitting a report concerning the Proposed FY 2002/03 Budget. That report was not yet available at the time of agenda distribution so this report will be distributed as soon as possible and prior to the Public Hearing

**FISCAL IMPACT:**

Sufficient resources are available to finance the Proposed Budget. For Fiscal Year 2002/03, the General Fund budget, as amended, reflects a \$262,564 excess of appropriations over estimated revenues, which is proposed to be financed by the designated fund balance for economic uncertainty.

**Agenda Item # 11**

**Prepared By:**

**Chu Thai**

**Approved By:**

**Jack Dilles**

**Submitted By:**

**City Manager**



**RESOLUTION NO. 5589**

**A RESOLUTION OF THE CITY COUNCIL OF CITY OF  
MORGAN HILL ADOPTING THE 2002/03 ANNUAL CITY  
BUDGET AND ADOPTING THE APPROPRIATIONS  
LIMIT FOR FISCAL YEAR 2002/03**

WHEREAS, the City of Morgan Hill Budget for the 2002/03 fiscal year was prepared by the City staff and reviewed by the City Manager;

WHEREAS, the City of Morgan Hill Budget for the 2002/03 fiscal year was presented to the City Council on May 15, 2002, was reviewed at Public Workshop on May 31, 2002, and was further reviewed at a Public Hearing on June 26, 2002;

WHEREAS, in connection with the May 15, 2002 City Council meeting, the May 31, 2002 Budget Workshop, and the June 26, 2002 Public Hearing, certain changes to the City of Morgan Hill Budget for the 2002/03 fiscal year were approved by the City Council;

WHEREAS, in accordance with the State Revenue and Taxation Code Section 7910, the City of Morgan Hill's 2002/03 appropriations limit is \$50,291,376, as shown on Schedule A. The appropriations for the 2002/03 fiscal year, as shown on Schedule B, which are subject to the appropriations limit as set forth in Article XIII B of the California Constitution, do not exceed the limit as stated above. The annual adjustment factors that were selected to calculate the 2002/03 limit were: 1) California Per Capita Personal Income Growth of <1.277%>; and 2) City Population Growth of 2.08%; and

WHEREAS, modifications and amendments to the adopted 2002/03 City of Morgan Hill Budget can only be made in accordance with the "Budget Administrative Policies" in the Proposed Budget;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Morgan Hill finds that the Capital Improvement Program is in conformity with the General Plan; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Morgan Hill does hereby approve and adopt the City of Morgan Hill 2002/03 Budget, Appropriations Limit and Appropriations Limit Adjustment Factors for Fiscal Year 2002/03.

PASSED AND ADOPTED by the City Council of Morgan Hill at a Regular Meeting held on the 26<sup>th</sup> day of June, 2002, by the following vote:

<b>AYES:</b>	<b>COUNCIL MEMBERS:</b>
<b>NOES:</b>	<b>COUNCIL MEMBERS:</b>
<b>ABSENT:</b>	<b>COUNCIL MEMBERS:</b>
<b>ABSTAIN:</b>	<b>COUNCIL MEMBERS:</b>

• **CERTIFICATION** •

**I, IRMA TORREZ, CITY CLERK OF THE CITY OF MORGAN HILL, CALIFORNIA**, do hereby certify that the foregoing is a true and correct copy of Resolution No. 5589 adopted by the City Council at a Regular Meeting held on June 26, 2002

**WITNESS MY HAND AND THE SEAL OF THE CITY OF MORGAN HILL**

DATE: \_\_\_\_\_

\_\_\_\_\_  
IRMA TORREZ, City Clerk

**CITY OF MORGAN HILL  
SPENDING LIMIT CALCULATION  
FISCAL YEAR 2002-03**

**APPROPRIATIONS SUBJECT TO LIMIT**

Fiscal Year 2002-03 General Fund Revenues	\$16,066,908
Less Non Proceeds of Tax	4,191,458
Total appropriations subject to limits	<u><u>\$11,875,450</u></u>

**APPROPRIATION LIMIT**

Fiscal year 2001-02 appropriation limit	\$49,900,365
---	--------------

Plus Change Factor:

A. Cost of living adjustment - CPI	0.9873
B. Population Adjustment	1.0208

Total Change Factor	1.00783584
---------------------	------------

Increase in appropriation limit	<u>391,011</u>
---------------------------------	----------------

<b>FISCAL YEAR 2002-03 APPROPRIATION LIMIT</b>	<u><u>50,291,376</u></u>
--	--------------------------

Remaining appropriation capacity	38,415,926
----------------------------------	------------

Available capacity as a percent of appropriation limit	<u><u>76%</u></u>
--	-------------------

**NOTES**

- a. Cost of Living adjustment is based on percentage change in California per capita income.
- b. Population adjustment is based on the greater of annual population change for the City of Morgan Hill or Santa Clara County.

**SCHEDULE B**

**CITY OF MORGAN HILL  
SPENDING LIMIT CALCULATION  
FISCAL YEAR 2002-03**

<b>REVENUE SOURCE</b>	<b>PROCEEDS OF TAX</b>	<b>NON PROCEEDS OF TAX</b>	<b>TOTALS</b>
Property Tax	\$2,050,000		2,050,000
Sales Tax	5,618,400		5,618,400
Transient Occupancy Tax	892,000		892,000
Franchise Revenue	965,000		965,000
Property Transfer Tax	220,000		220,000
Business License / Other Permits	164,450		164,450
Motor Vehicle in Lieu	1,965,600		1,965,600
Fines and Penalties		95,000	95,000
Use of Money and Property		724,400	724,400
Other Revenue / Other Agencies		\$262,150	262,150
Police and Fire Fees		166,350	166,350
Current Service Charges General Govt.		2,193,226	2,193,226
Transfers		750,332	750,332
Total	<u>\$11,875,450</u>	<u>\$4,191,458</u>	<u>\$16,066,908</u>
Percentage of Total	<u>74%</u>	<u>26%</u>	<u>100.00%</u>

## **RESOLUTION NO. MHRA-241**

### **A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF MORGAN HILL ADOPTING THE 2002/03 ANNUAL AGENCY BUDGET**

WHEREAS, the Redevelopment Agency of the City of Morgan Hill Budget for the 2002/03 fiscal year was prepared by Redevelopment Agency and City staff and was reviewed by the City Manager/Executive Director;

WHEREAS, the Redevelopment Agency of the City of Morgan Hill Budget for the 2002/03 fiscal year was presented to the Agency Board of Directors on May 15, 2002, was reviewed at Public Workshop on May 31, 2002, and was further reviewed at a Public Hearing on June 26, 2002;

WHEREAS in connection with the May 15, 2002 Redevelopment Agency Board of Directors meeting, the May 31, 2002 Budget Workshops, and the June 19, 2002 Public Hearing, certain changes to the Redevelopment Agency of the City of Morgan Hill Budget were approved by the Board of Directors; and

WHEREAS, modifications and amendments to the adopted 2002/03 Redevelopment Agency of the City of Morgan Hill Budget can only be made in accordance with the "Budget Administrative Policies" described in the Proposed Budget;

NOW, THEREFORE, the Redevelopment Agency Board finds that planning and administrative costs attributable to the Housing 20% Set-Aside fund are necessary and proportionate to amounts proposed for actual housing activities during the fiscal year; and

NOW, THEREFORE, BE IT RESOLVED that the Agency Board of the Redevelopment Agency of the City of Morgan Hill does hereby approve and adopt the Redevelopment Agency of the City of Morgan Hill 2002/03 Budget.

PASSED AND ADOPTED by the Morgan Hill Redevelopment Agency at a Special Meeting held on the 26th day of June, 2002 by the following vote:

**AYES:            AGENCY MEMBERS:**

**NOES:           AGENCY MEMBERS:**

**ABSENT:        AGENCY MEMBERS**

**ABSTAIN:       AGENCY MEMBERS:**

City of Morgan Hill  
Resolution MHRA-241  
Page 2

• CERTIFICATION •

I, **IRMA TORREZ, AGENCY SECRETARY**, do hereby certify that the foregoing is a true and correct copy of Resolution No. MHRA-241 adopted by the Morgan Hill Redevelopment Agency at the Special Meeting of June 26, 2002

**WITNESS MY HAND AND THE SEAL OF THE CITY OF MORGAN HILL**

DATE: \_\_\_\_\_

IRMA TORREZ, Agency Secretary



## **CITY COUNCIL STAFF REPORT**

**MEETING DATE:** *June 26, 2002*

**Agenda Item # 12**

**Prepared By:**

**Finance Director**

**Submitted By:**

**City Manager**

### **ADJUSTMENTS TO DEVELOPMENT IMPACT FEES**

#### **RECOMMENDED ACTIONS:**

1. Open public hearing and continue to City Council meeting of July 17, 2002
2. Discuss consultant recommended adjustments to development impact fees

**EXECUTIVE SUMMARY:** On May 22, staff and the City's consultant, Maximus, presented proposed changes to development impact fees to the City Council. The consultant reviewed the various master plans available to the City and determined the appropriate fee, based upon demand data, that is necessary to recover the full cost of necessary specific capital improvements for each fee, to the extent that these projects benefit new residential, commercial, and industrial development. In addition, at staff's direction, the consultant reduced certain impact fee calculations for other funding sources. The existing fees that have been reviewed are General Government Facilities, Libraries, Traffic, Police, Fire, Parks, Local Drainage, Sewer, and Water. In addition, staff and/or the consultant met with developers on two occasions to discuss proposed fees and answer their questions.

The consultant's report also proposes new fees for Community & Recreation Centers and for Open Space. However, staff recommends that these fees not be adopted at this time. After careful evaluation of the proposed Community & Recreation Centers fee in conjunction with the need to develop a financing strategy for the Sports Complex (Sport Fields), based on preliminary data, staff has determined that it may not be necessary to raise additional funds for facilities other than for the Sports Complex. Staff recommends that this fee be reconsidered in approximately one year, once more detailed information is known about the Sports Complex. Staff believes that the proposed impact fee for Open Space should also not be adopted at this time because, after further analysis and discussion with developers, voluntary transfer development credit (TDC) contributions paid by developers under Measure P appear to meet the current projected needs of the City.

As now proposed, the total impact fees for a single family home would increase by 54% from \$13,550 to \$20,860, as shown on the attached schedule. It is recommended that the Library fee not be updated at this time and that the existing fee remain in place until the outcome of the City's Proposition 14 grant application is known, as facility needs, costs, and available revenues are incapable of calculation until we ascertain whether grant monies are available. Attached are the two consultant reports concerning fees. The first report covers all fees except Sewer and Water, while the second describes the Sewer and Water connection fees.

Staff recommends that the new fee adjustments be implemented effective January 6, 2003. This time period would provide sufficient notice to builders. In response to the concerns of developers with projects in process, staff recommends for residential projects that, while payment of impact fees is not required until the date of occupancy, developers be allowed to prepay their impact fees at existing rates prior to January 6 if they have Measure P allotments. If time extensions are subsequently given for these projects, then additional impact fees would be due. For commercial and industrial projects, staff recommends applicants who submit a complete set of building plans for plan check be allowed to prepay impact fees at the existing rates prior to January 6. Applicants who allow their permits to expire will owe additional impact fees. The attached Resolution incorporates this implementation plan.

**FISCAL IMPACT:** If the City Council adopts the proposed fees, the City would collect from new development the full cost of new facilities to the extent that the facilities benefit new development. The amount to be collected from future development for fees with proposed adjustments would be \$123,872,292.

# EXISTING AND PROPOSED IMPACT FEES

Single Family Residential	Units	Existing Fee	Proposed Fee	\$ Change	% Change
Water	DU	\$ 1,154	1,769	615	53.3%
Sewer	DU	\$ 5,416	8,026	2,610	48.2%
General Government	DU	\$ 283	466	183	64.6%
Libraries	DU	\$ 216	216	-	0.0%
Street Improvements	DU	\$ 2,123	2,811	688	32.4%
Police	DU	\$ 121	164	43	35.7%
Fire	DU	\$ 718	447	(271)	-37.8%
Parks	DU	\$ 2,419	5,298	2,879	119.0%
Local Drainage	DU	\$ 1,100	1,649	549	49.9%
<b>ALL FEES TOTAL</b>		<b>\$ 13,550</b>	<b>20,845</b>	<b>7,295</b>	<b>53.8%</b>

Multi-Family Residential	Units	Existing Fee	Proposed Fee	\$ Change	% Change
Water	DU	\$ 1,041	1,596	555	53.3%
Sewer	DU	\$ 4,584	6,793	2,209	48.2%
General Government	DU	\$ 241	381	140	58.2%
Libraries	DU	\$ 181	181	-	0.0%
Street Improvements	DU	\$ 1,486	1,968	482	32.4%
Police	DU	\$ 191	596	405	211.9%
Fire	DU	\$ 542	174	(368)	-67.9%
Parks	DU	\$ 2,048	4,334	2,286	111.6%
Local Drainage	DU	\$ 330	974	644	195.2%
<b>Total</b>		<b>\$ 10,644</b>	<b>16,998</b>	<b>6,354</b>	<b>59.7%</b>

Commercial (Retail)	Units	Existing Fee	Proposed Fee <sup>1</sup>	\$ Change	% Change
Water	Acre	\$ 3,275	5,021	1,746	53.3%
Sewer	Gallon	\$ 18.52	27.45	8.93	48.2%
General Government	SF	\$ 0.08	0.19	0.11	131.5%
Street Improvements	SF	\$ 6.79	12.91	6.12	90.1%
Police	SF	\$ 0.21	0.33	0.12	57.7%
Fire	SF	\$ 0.31	0.12	(0.19)	-60.3%
Local Drainage	Acre	\$ 6,600	9,992	3,392	51.4%

**Totals not provided because units differ**

<sup>1</sup> Conversion to square foot fees assumes 0.25 FAR

Industrial	Units	Existing Fee	Proposed Fee <sup>1</sup>	\$ Change	% Change
Water	Acre	\$ 3,275	5,021	1,746	53.3%
Sewer	Gallon	\$ 18.52	27.45	8.93	48.2%
General Government	SF	\$ 0.08	0.09	0.01	10.3%
Street Improvements	SF	\$ 1.06	2.03	0.97	91.3%
Police	SF	\$ 0.03	0.03	(0.01)	-20.0%
Fire	SF	\$ 0.03	0.09	0.05	166.3%
Local Drainage	Acre	\$ 6,600	9,992	3,392	51.4%

**Totals not provided because units differ**

<sup>1</sup> Conversion to square foot fees assumes 0.35 FAR





## CITY COUNCIL STAFF REPORT

**MEETING DATE:** June 26, 2002

### ADJUSTMENTS TO USER FEES, SERVICE CHARGES, AND MISCELLANEOUS UTILITIES FEES

#### RECOMMENDED ACTIONS:

1. Open public hearing and continue to July 17, 2003 City Council meeting
2. Discuss consultant recommended adjustments to user fees
3. Introduce Ordinance
4. Direct staff to return within 1 year regarding planning, building, & engineering fee recovery

**EXECUTIVE SUMMARY:** On May 22, staff and the City's consultant, Maximus, presented proposed changes to User Fees, Service Charges, and Miscellaneous Utilities Fees, in the categories of Planning, Building, Engineering, Police, Recreation, Finance, City Clerk, and Miscellaneous Utilities fees, to the City Council. The consultant determined the fee that is necessary to recover the full cost incurred by the City for each activity for which the City currently charges or proposes to charge the public. Staff and/or the consultant met with developers to discuss proposed development processing fees.

As proposed, most fees would increase, while certain fees would decrease. The fees that are associated with the largest increase are for Planning, Building, and Engineering. Collectively, these fees currently bring into the Community Development Fund approximately \$2,023,137 in an average year. However, these fee types account for \$3,370,661 in costs in an average year, causing a \$1,347,524 annual loss. The consultant calculates that to fully recover these costs, Planning fees would need to increase by 129%, Building fees by 41%, and Engineering fees by 55%.

In general, City practice has been to establish a policy regarding the % of costs borne in providing regulation, products, or services, and allow the City Manager to determine the actual figure which will be assessed to recover that % of costs. Current City policy, as stated in Municipal Code Chapter 3.50, is to recover 100% of costs reasonably borne in providing regulation, products, or services, with certain exceptions. For those Building fees referenced in the UBC tables, which are most Building fees, staff proposes that the fees be adjusted to the 1997 UBC table amounts, which would provide for full cost recovery. Currently, the City uses the 1991 UBC tables, plus an 8% factor. Most other cities use the 1997 UBC tables. At this time, due to the pendency of the development processing audit, which may identify economic efficiency measures which can be implemented to reduce fee rates, staff recommends that instead of the large increases necessary to bring certain planning fees, building fees not calculated on the UBC tables, and engineering fees to the 100% mark, an increase of approximately 20% be instituted for these fees, and staff be directed to return following completion of the development processing audit to provide a more detailed assessment as to whether the large increases which are currently recommended can be reduced.

Attached are the consultant's report, describing methodology, proposed full cost recovery, and staff proposed fees and a summary of the effect of the proposed changes on a 40 unit subdivision and a 40 unit apartment.

**FISCAL IMPACT:** Staff recommends that new fee adjustments be implemented effective September 17, 2002 and that all applicants who file complete applications by September 16, 2002, be allowed to pay existing fees. If the City Council adopts all proposed fees, the City would more accurately recover its costs and, in general, collect from those using City services the full cost incurred by the City, except for Planning, certain Building, and Engineering. *However, if those limited fee increases are not adopted, it would be necessary to reduce the proposed 2002/03 Community Development Fund budget.*

Agenda Item # 13

Prepared By:

Finance Director

Submitted By:

City Manager

Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
1	206-38400	Building Plan Checking	Plan	75% Building Permit Fee for Building Department personnel. 95% of Bldg permit fee if other departments also involved. Plus fully burdened hourly rate for more than 2 initial plan checks	75% Building Permit Fee for Building Department personnel. 95% of Bldg permit fee if other departments also involved. Plus fully burdened hourly rate* for more than 2 initial plan checks	100%
2	206-Various	Construction Inspection	Permit	Varies depending on UBC 1991 Table 3-A plus 8%	Varies depending on UBC 1997 Table 3-A	100%
2 B	206-38400	Address Numbering	Request	\$126 per parcel map \$206 per tract map-1 <sup>st</sup> 40 addresses \$5.00 each additional	\$53 per parcel map \$106 per tract map-1 <sup>st</sup> 40 addresses \$5.00 each additional	100%***
2 C	206-38400	Address Renumbering	Request	\$103	\$106	100%***
2 D	206-38400	Street Name Change Review	Application	\$652	\$652	100%
3	206-38148	Sign Permit Review & Inspection	Application	\$298 plus \$35 for free standing structure	\$368 plus \$35 for free standing structure	100%
3 A	206-38149	Sign Copy Review	Application	\$29	\$36	100%
4	206-38418	Bldg. Compliance Inspect.	Inspection	\$189	\$126	100%
5	206-38421	Post Fire Bldg. Ins.	Inspection	\$189	Actual time at burdened hourly rate*	100%
6	206-38424	Bldg. Record Check Fees	Request	\$149	Actual time at burdened hourly rate*	100%
6 A	206-38427	Preliminary Bldg. Code Review	Request	\$64	Actual time at burdened hourly rate*	100%
6B	206-38102	Annexation Inspections ( <b>NEW</b> )	Request	\$0	\$160	100%***
7	206-38159	Tentative Parcel Map Fee	Application	\$1,912	\$2,363	100%
8	206-38160	Tentative Subdivision Map Fee	Application	\$3,263	\$4,033	100%
9	206-38138	Reversion to Acreage Permits	Application	\$584	\$722	100%
10	206-38712	Lot Line Adjustment (PW)	Application	\$612	\$734	100%
11	206-38155	Arch & Site Plan Review	Application	\$1,729	\$2,137	100%
11 A	206-38155	Plan Detail Review	Application	Fully burdened hourly rate	Fully burdened hourly rate*	100%

Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
12	206-38153	Site Plan Review Fees	Application	\$1,328	\$1,642	100%
13	206-38154	Conceptual Plan Review	Application	\$721	\$892	100%
15	206-38118	Dev. Approval Amendment Non-Admin	Application	Fully burdened hourly rate	Fully burdened hourly rate	100%
15 A	206-38119	Dev. Approval Amendment Admin	Application	Fully burdened hourly rate	Fully burdened hourly rate	100%
16	206-38147	Uniform Sign Program	Application	\$710	\$877	100%
17	206-38133	Time Ext. Review-Non Admin.	Application	\$779	\$962	100%
17 A	206-38132	Time Ext. Review-Admin.	Application	\$177	\$218	100%
18	206-38156	Preliminary Plan Review	Application	\$2,220	\$2,744	100%
19	206-38170	Conditional Use Permit	Application	\$1,958	\$2,420	100%
20	206-38174	Variance Review	Application	\$1,637	\$2,023	100%
20 A	206-38175	Variance Review-Minor Exceptions	Application	\$487	\$602	100%
21	206-38171	Temporary Use Permit Review	Application	\$458	\$566	100%
21A	206-38171	Temporary Use Permit Amendment <b>(NEW)</b>	Application	N/A	\$382	100%***
23	206-38181	Planned Unit Development	Application	\$2,524	\$3,120	100%
24	206-38182	P.U.D. Amendment Review	Application	Fully burdened hourly rate	Fully burdened hourly rate*	100%
25	206-38135	General Plan Review & Revision	Application	\$2,598	\$3,211	100%
26	206-38100	Annexation Processing	Application	\$1,901 plus any LAFCO fees	\$2,350 plus any LAFCO fees	100%
27	206-38185	Zoning Amendment Review	Application	\$1,929 \$1,288 if processed concurrently with General Plan Amendment or Annexation	\$2,384 \$1,060 if processed concurrently with General Plan Amendment or Annexation	100%
28	206-38186	Zoning Text Amendment Review	Application	\$2,220	\$2,744	100%
29	206-38123	Urban Service Area Amendment	Application	\$1,740 /City initial process \$2,999/LAFCO	\$2,150/City initial process \$3,707/LAFCO	100%
30	206-38125	Initial Environmental Assessment Review	Application	\$361 +Co. Charges & Fish & Game Fees.	\$388 +Co. Charges & Fish & Game Fees	100%

Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
31	206-38126	Expanded Initial Environmental Assessment Review	Application	\$2,519 or 22% of study costs whichever is greater plus actual cost of Study and required State and County fees.	\$1,940 or 22% of study costs whichever is greater plus actual cost of Study and required State and County fees.	100%
32	820-21708	Environmental Impact Review	Study	\$6,456 or 19% of study costs whichever is greater plus actual cost of Study and any required County and State fees.	\$4,656 or 19% of study costs whichever is greater plus actual cost of Study and any required County and State fees.	100%
33	206-38183	Res. Planned Dev Review	Application	\$2,588 \$1,512 if processed concurrently with Tentative Subdivision or Parcel Map	\$3,199 \$1,137 if processed concurrently with Tentative Subdivision or Parcel Map	100%
34	206-38184	Res. Planned Dev Amendment Review	Application	Fully burdened Hourly rate	Fully burdened hourly rate*	100%
35	206-38141	Preliminary Measure "P" Review	Application	\$1,603	\$1,981	100%
35 A	206-38143	Micro Measure 'P' Admin Review	Application	\$945	\$1,168	100%
35 B	206-38144	Micro Measure 'P' Non-Admin Review	Application	\$739	\$913	100%
36	206-38142	Final Measure 'P' Review	Application	\$3,572	\$4,415	100%
37	206-38111	Cultural Resource Designation Review	Application	\$1,277	\$1,578	100%
38	206-38112	Cultural Resource Alteration	Application	\$1,334	\$1,649	100%
39	206-38104	Process Appeal-Com Board Decision	Application	\$1,133	\$1,400	100%
40	206-38105	Process Appeal-Staff	Application	\$298	\$368	100%***
41	206-38115	Development Agreement Review	Request	\$813 \$497 if processed concurrently with Tentative Subdivision or Parcel Map.	\$1,004 \$614 if processed concurrently with Tentative Subdivision or Parcel Map.	100%
42	206-38122	Dev. Credit Trans. Admin.	Request	\$1,237	Fully burdened hourly rate*	100%
42 A	206-38740	Reimbursement Agreement	Application	\$590	\$708	100%
43	206-38178	Williamson Act. Cancel. Review	Request	\$1,110	\$1,372	100%
44	206-38187	Zoning Conf. Review	Request	\$57	\$71	100%

Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
44 A	206-38725	Flood Zone Review	Application	\$57	\$65	100%***
45	206-38163	Tree Removal Review	Application	\$49	\$50	14.32%***
47	206-38108	C.C. & R. Review	Application	\$154 plus fully burdened hourly rate for City Attorney review	\$191 plus fully burdened hourly rate* for City Attorney review	100%
48	206-38198	Planning Consultation	Request	Fully burdened Hourly rate	Fully burdened hourly rate*	100%
48 A	207-37912	General Plan Maintenance	Application	A surcharge of 3% of the permit fee added to each Bldg. and Planning Permit.	A surcharge of 3% of the permit fee added to each Bldg. and Planning Permit.	100%***
49	206-38734	Eng. Plan Checking & Inspect.	Application	Fee Based on Estimated Construction costs. For est. constructions costs -up to \$100,000 = 9% -between \$100,001 and \$200,000 = 8% - between \$200,001 and \$500,000 = 7% - exceeding \$500,000 = 6%	Fee Based on Estimated Construction costs. For est. constructions costs -up to \$100,000 = 10.8% -between \$100,001 and \$200,000 = 9.6% - between \$200,001 and \$500,000 = 8.4% - exceeding \$500,000 = 7.2%	100%
49 A	206-38719	Engineering Services/Consultation	Request	Fully burdened Hourly rate	Fully burdened hourly rate*	100%
50	206-38737	Street Vacation Review	Application	Fully burdened hourly rate plus attorney's fees	Fully burdened hourly rate plus attorney's fees	100%
50 A	206-38737	Easement Abandonment	Application	\$1,088	\$1306	100%***
52	206-38430	Certificate of Compliance	Request	\$789	\$947	100%
55	206-38703	Encroachment Rev. & Insp.	Permit	\$132 per permit plus fully burdened hourly rate for inspection time in excess of one hour.	\$158 per permit plus fully burdened hourly rate for inspection time in excess of one hour.	100%
57 C	Various	Commercial Development Assistance	Request	Fully burdened Hourly rate	Fully burdened hourly rate*	100%***
57 D	Various	Residential Dev. Financial Assistance	Request	Fully burdened Hourly rate	Fully burdened hourly rate*	100%***
59	010-37204	Bicycle Registration	License	\$2	\$10	100%***
62	206-38433	Bldg. & Health Code Enforcement	Inspection	\$355	Fully burdened hourly rate*	100%
63	206-38442	Zoning Code Enforcement	Inspection	Fully burdened Hourly rate	Fully burdened hourly rate*	100%

Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
65	010-37636	Community Event Security	Hour	\$75 hr. community events \$30 hr. plus OH on paid contract detail	Fully burdened hourly rate*	100%
65 B	010-37914	Special Traffic Control	Request	\$45	Fully burdened hourly rate*	100%***
66	010-37834	Police False Alarm Charge	Response	One free plus \$114 for each additional false alarm within 90 days	One free plus \$119 for each additional false alarm within 90 days	100%
67	206-38722	Wide and Overweight Load Review	Permit	Single Trip-\$19 Blanket (Annual) \$108	Single Trip-\$22 Blanket (Annual) \$108	100%
69	010-37836	Police Report	Report	\$11 plus \$0.25 for each page over 5 pages.	\$12 plus \$0.30 for each page over 5 pages.	100%
70	010-37633	DUI Investigations	Citation	Fully burdened hourly rate for actual time spent	\$540	100%
71 A	010-37901	Stored Vehicle Release Processing	Vehicle	\$40	\$58	100%***
71 B	010-37902	VIN Verification	Response	\$35	\$48	100%***
72	010-37839	Police Photograph Sale	Photo	\$14 Photo \$18 video tape \$21 90-minute audio tape \$16 60-minute audio tape	\$17 Photo \$18 video tape \$34 90-minute audio tape \$25 60-minute audio tape	100%
88 A	Various	Special Events - Community Parks	Event	Fully burdened hourly rate	Fully burdened hourly rate*	100%***
88 B	Various	Special Events - City Streets	Event	Fully burdened hourly rate	Fully burdened hourly rate*	100%***
89	206-38428	Parcel Map Address	Application	\$126	\$53	100%***
90	206-38428	Tract Map Address	Application	\$206	\$106	100%***
91	206-38723	Wide Load Review - PW	Application	\$16	\$19	100%***
92	206-38724	Wide Load Permit	Permit	\$90	\$108	100%***
93	206-38741	Reimbursement Agreement - PW	Application	590	\$708	100%
100 A	650-37661	Secondary Water Quality Testing	Service Call	\$74	\$80	100%
101	650-37672	Meter Install & Service	Meter	\$35 plus cost of meters 5/8" to 1" \$45 plus cost of meters 1½" to 2" Time & material + OH - 3" meter	\$51 plus cost of meter for 5/8" to 2" meter; Fully burdened hourly rate* & cost of meter for 3" meter	100%

Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
102	650-37858	Utility Account Set-up	Customer	\$17	\$25	100%
103	650-37673	Delinquent Water Turn Off/On	Customer	\$39-normal working hrs. \$78-after hours	\$38-normal working hrs. \$76-after hours	100%
103 A	650-37892	Utility Service Call	Request	\$78 Per hr.	Fully burdened hourly rate*	100%
104	650-37859	Annual Backflow Testing Administration <b>(NEW)</b>	Test	\$0	\$10	32.61%***
104 A	650-37859	Construction Backflow Inspect.	Inspection	\$69	\$46	100%
104C	650-37882	Delinquent Door Hangers <b>(NEW)</b>	Delinquent Acct	\$0	\$4	100%***
116	010-37867	Retuned Check Processing	Check	\$17	\$18	100%***
117	010-37868	Records Research Service	Hour	Fully burdened hourly rate against an initial deposit	Fully burdened hourly rate* against an initial deposit	100%
117 A	640-37881 650-37881	Utility Bill-Delinquent Charges	Customer	1-1/2% per month on delinquent unpaid balance	1-1/2% per month on delinquent unpaid balance	100%
117 B	650-37882	Delinquent Bill Processing (Notice)	Bill	\$12	\$12	100%
118	010-37617	Document Print & Copying	Item	\$0.75 first page \$0.10 each additional page	\$0.30 per page	100%
119	010-37869	Agenda Mail Service - Annual	Request	\$14/full pack \$3 each Agenda/min.	\$0.30 per page.	100%
119A	010-37869	City Council Agenda Packet Mail Service – Annual <b>(NEW)</b>	Request	\$0.75 first page \$0.10 each additional page	\$1,584	100%***
119B	206-38192	Planning Commission Agenda Packet Mail Service – Annual <b>(NEW)</b>	Request	\$0.75 first page \$0.10 each additional page	\$569	100%***
123	010-37678	Electronic Search of Public Records <b>(NEW)</b>	Tape	\$0	\$2,500	100%***
124	010-37883	City Attorney	Request	City Attorney - \$125/hr. Deputy City Attorney - \$901hr	. Fully burdened hourly rate*	100%***
132	010-37875	Bond Letter	Request	\$45	\$45	100%
135	206-38716	Map Checking-Parcel Map	Request	\$2,633 parcel map \$3,750/subdivision map	\$2,579/parcel map \$3,634msubdivision map	100%
137	010-37886	Business License Application Review	Application	\$45-new/moved \$0-renewal \$57-if home occupancy permit is needed	\$46-new/moved \$0-renewal \$57-if home occupancy permit is needed	100%

Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
139	010-37917	Business License Listing	Request	\$5	\$0.30 per page	100%***
140	010-37980	Animal Control Fees		Set by separate resolution	**See below**	
140 A	010-37980	Animal Establishment Permits: a) Pet shop, commercial kennel, pet grooming parlor, animal menagerie, animal shelter or horse establishment b) Private Kennel	Permit  Permit	\$100  \$50	\$96  \$51	100%***
140 B	010-37980	Cat Registration Fees: a) neutered or spayed animal (1 yr) b) neutered or spayed animal (3 yrs) c) unaltered animal (1 yr) d) unaltered animal (3 yrs)	License  License  License  License	\$12  \$31  \$24  \$67	\$12  \$31  \$17  \$41	70.59%***  60.78%***  100%***  80.39%***
140 C	010-37980	Dog License Fees: a) neutered or spayed animal (1 yr) b) neutered or spayed animal (3 yrs) c) unaltered animal (1 yr) d) unaltered animal (3 yrs) e) Penalty fee per MHMC 6.12.060 f) Duplicate Tag g) Potentially Dangerous Animal Fee	License  License  License  License  License  License  Incident	\$12  \$31  \$24  \$67  \$25  \$4  \$50	\$12  \$31  \$17  \$41  \$25  \$4  \$50	70.59%***  60.78%***  100%***  80.39%***  N/A  100%***  100%***
140 D	010-37980	Bite Investigation and Report	Incident	\$85	\$125	100%***



Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
140 E	010-37980	Inspection and Quarantine Order Fee: a. In addition, actual costs of housing, feeding and other care of quarantined animal. b. The administrator may waive said fee as follows: 1. Where dog is only suspected of biting; 2. Dogs used in government law enforcement; 3. Guide dogs for blind or deaf persons; 4. Dogs that have bitten any person trespassing on the dog owners 5. Dogs that have bitten any person trespassing on the dog owner's property.	Incident	\$40	\$105	100%***
140 F	010-37980	Impoundment - Does not include county shelter drop fee for dogs and cats. Hauling and boarding costs for livestock shall be charged the owner in an amount sufficient to defray all actual expenses, including staff time and overhead.	Incident	\$95	\$105	100%***
140 G	010-37980	Board Fees for each day over 2 a) Dog (per day) b) Cat (per day) c) Other animals (per day)	Incident	Impoundment plus \$10 Impoundment plus \$10 Impoundment plus cost	Impoundment + \$15/day Impoundment + \$15/day Impoundment + \$15/day	100%*** 100%*** 100%***
140 H	010-37980	County Shelter Drop Fee Does not include boarding fees charged per day.	Incident	Per agreement	Per agreement	N/A
141	010-37633	Police Mutual Aid	Hour	Overtime Rate	Overtime Rate	100%***
142A	010-37221	Live Entertainment Permit – New	Permit	\$67	\$72	100%***
142B	010-37221	Live Entertainment Permit – Renewal	Permit	\$34	\$39	100%***
142C	010-37221	Live Entertainment Permit – 1-time only	Permit	\$52	\$55	100%***
142D	010-37222	Taxi License – Company	License	\$45	\$97	100%***
142E	010-37222	Taxi License – Driver	License	\$27	\$47	100%***

Service No	Account Number	Service Center	Unit	Current Fee	Proposed Fee	% of Costs Reasonably Borne to Be Recovered
142F		Adult Business Permit	Permit	\$250	\$226	100%***
143	010-37636	Special Police Detail	Hour	Fully burdened hourly rate	Fully burdened hourly rate*	100%***
144	010-37920	Class/Program Processing Fee <b>(NEW)</b>	Participant	\$0	\$10	100%***
145	010-37924	Park/Field Reservation Processing – under 50 <b>(NEW)</b>	Reservation	\$0	\$17	100%***
146	010-37926	Park/Field Reservation Processing – 50 or more <b>(NEW)</b>	Reservation	\$0	\$125	23.44%***
147	010-37922	Class/Program Participant Fee <b>(NEW)</b>	Participant	\$0	Actual contract instructor cost; or fully burdened hourly rate* if taught by City employee	100%***
148	010-37928	Sport Field or Tennis Court (w/o lights) <b>(NEW)</b> --Category A** --Category B** --Category C**	Field or Court per Hour	\$0 \$0 \$0	\$2 \$15 \$35	N/A
149	010-37930	Sport Field or Tennis Court (with lights) <b>(NEW)</b> --Category A** --Category B** --Category C**	Field or Court per Hour	\$0 \$0 \$0	\$9 \$35 \$55	N/A
150	010-37932	Picnic Area <b>(NEW)</b> --Category A** --Category B** --Category C**	Area per Hour	\$0 \$0 \$0	\$0 \$0 \$35	N/A
151	010-37934	Special Event <b>(NEW)</b> Reserving Entire Park or Site	Park or Site per Hour	\$0	Hourly Category Rate for All Sport Fields & Picnic Areas at Given Facility, with a Maximum of 8 Hours per Day	N/A
152	010-37936	Staffing Fees for Categories A, B, or C** <b>(NEW)</b>	Park or Site per Hour	\$0	\$25 per Hour, with a 2 Hour Minimum	N/A
153	820-21700	BBQ Crank Handle Refundable Deposit <b>(NEW)</b>	Use	\$0	\$50	N/A
154	010-37938	Other Extraordinary Services (including After Hours Inspections, Noise Level Monitoring Code Enforcement, and Research) <b>(NEW)</b>	Request	\$0	Fully burdened hourly rate*	100%***

- All burdened hourly rates are to be established by the City Manager at a rate that does not exceed the sum of the actual salary, actual employee benefit, and actual applicable overhead costs

\*\* Category A is comprised of seasonal, one-time uses or special events held by City sponsored community programs and non-profit youth sport, senior or civic organizations with proper State credentials headquartered in and for the primary benefit of youth living in the City of Morgan Hill. Category A non-profit organizations must certify that they are comprised of more than 66% of their membership residing within the City limits of Morgan Hill. This category includes activities sponsored by the City of Morgan Hill, approved Morgan Hill local non-profit youth and senior related organizations, including the local YMCA, Chamber of Commerce,

and other governmental agencies including the Morgan Hill Unified School District.

Category B is comprised of seasonal, one-time uses or special events held by residents of the City of Morgan Hill and other non-profit community organizations with proper State credentials, which are not commercial in nature and are not designed to produce private revenue. To qualify for this category, individuals must provide their home addresses showing that they live within the city limits of the City of Morgan Hill. This category includes service organizations, non-profit organizations, and fund raising activities of churches and recognized welfare organizations, private clubs, and group activities of a welfare fund raising nature that do not qualify under Category A, whether or not admission is charged.

Category C is comprised of uses by for-profit organizations, individuals/teams, non-residents, and corporations.

\*\*\* The proposed percentage of costs reasonably borne to be recovered is a change to the current percentage.

<b>40-Unit Suidivision (Cost per Unit)</b>				
Fees	Planning	Building	Public Works	Total
Existing	\$555.43	\$1,111.89	\$3,293.75	\$4,961.07
Proposed	\$593.10	\$1,503.16	\$3,936.10	\$6,032.36
Difference	\$37.67	\$391.27	\$642.35	\$1,071.29

<b>40-Unit Apartment Complex (Cost per Unit)</b>				
Fees	Planning	Building	Public Works	Total
Existing	\$508.38	\$738.32	\$1,015.83	\$2,262.53
Proposed	\$553.58	\$999.24	\$1,209.73	\$2,762.55
Difference	\$45.20	\$260.92	\$193.90	\$500.02



## CITY COUNCIL MEETING STAFF REPORT

**Agenda Item # 14**

**Prepared By:**

**Recreation Manager**

**Submitted By:**

**City Manager**

**MEETING DATE:** June 26, 2002

**TITLE:** CITY RECREATION FACILITY RESERVATION  
PROCEDURES AND USER FEES

**RECOMMENDED ACTIONS:**

1. Discuss the fee schedule
2. Approve procedures for reservation of City Recreation Facilities.

**EXECUTIVE SUMMARY:** On May 22, 2002 the City Council reviewed proposed user fees for city outdoor recreation facilities and a proposed policy for taking reservations for those facilities. These proposals were previously reviewed by the Parks and Recreation Commission. Staff was asked to clarify several issues and return to Council with a revised recommendation. Our current recommendations are attached.

In summary, these recommendations address the concerns voiced by the City Council:

1. User fee adjustments have been made and are listed in Attachment A. These adjustments include no user fees (other than the administrative processing fee) for picnic areas for individuals or groups falling within Category A and Category B.
2. A maximum daily rate for reservations that require the use of an entire recreation facility for special events of eight hours or more each day. Fees are calculated as the sum of all fee based recreation areas within a single facility for a given category for an eight hour period. Special events that last longer than eight hours or require the facility be reserved overnight for multi-day events are charged a maximum of eight hours per day. Examples of several maximum daily rates for various types of special events are listed in Attachment B.
3. The Definition of "Morgan Hill resident" has been clarified to mean persons living within the city limits of the City of Morgan Hill or groups with at least 66% of its members living within the city limits of the City of Morgan Hill. While wider definitions of "resident" of Morgan Hill were considered, staff recommends that only residents living within the city limits be given a reduced rate. This is due to the fact the residents living within the city limits already contribute to city recreation programs through property taxes and the like which are not paid to the city by those living outside the city limits. Thus, reduced user fees for city residents alone are justified. See Attachment C for revised procedures for park and sport field use.

**FISCAL IMPACT:** No fiscal impact by this action. The actual fee schedule will be adopted by Council Resolution in a separate agenda item that includes a schedule of all city fees.

**PROPOSED FEE SCHEDULE**

City of Morgan Hill Recreation Facilities

**Fee Type:**

**Proposed Fee:**

**Administrative Processing Fee** for all uses at a single facility :

Sport Field and Picnic site reservations:

All Categories: \$ 17 / reservation

Special Events with more than 50 participants:

All Categories: \$125 / reservation

**User Fee:**

All Sport Fields and Tennis Courts:  
(Without lights)

Category A: \$ 2 / hr per field

Category B: \$ 15 / hr per field

Category C: \$ 35 / hr per field

All Sport Fields and Tennis Courts:  
(With lights)

Category A: \$ 9 / hr per field

Category B: \$ 35 / hr per field

Category C: \$ 55 / hr per field

Picnic Areas:

Category A: \$ 0 / hr per area

Category B: \$ 0 / hr per area

Category C: \$ 35 / hr per area

Special Events reserving entire city park/site:

Hourly Category rate for all sport fields and picnic areas at a given facility with a maximum of 8 hours.

Staffing Fees: (two hour minimum)

All Categories: \$ 25 / hr

BBQ crank handle refundable deposit:

All Categories: \$ 50

**Examples of Special Event maximum user fees  
that require the reservation of an entire city recreation facility  
for eight hours or more per day:**

Fees are calculated as the sum of all fee based recreation areas within a single facility for a given category for an eight hour period. Special events that last longer than eight hours or require the facility be reserved overnight for multi-day events are charged a maximum of eight hours per day.

**Example 1: Community Park**

**Category A local non-profit** wishes to reserve the entire Community Park for eight or more hours per day for a community function. No field lights will be required. Community Park has four ball fields, four tennis courts and four picnic areas.

4 Sport Fields @ \$2 / hr. X 8 hrs.	=	\$ 64
4 Tennis Courts @ \$9 / hr. X 8 hrs.	=	\$ 288
4 Picnic Areas @ \$0 / hr. X 8 hrs.	=	\$ 0
<b>Maximum daily user fee per day</b>	=	<b>\$ 352</b>

**Category C corporation** wishes to reserve the entire Community Park for eight or more hours per day for a company function. No field lights will be required. Community Park has four ball fields, four tennis courts and four picnic areas.

4 Sport Fields @ \$35 / hr. X 8 hrs.	=	\$1,120
4 Tennis Courts @ \$35 / hr. X 8 hrs.	=	\$1,120
4 Picnic Areas @ \$35 / hr. X 8 hrs.	=	\$1,120
<b>Maximum daily user fee per day</b>	=	<b>\$3,360</b>

**Example 2: Nordstrom Park**

**Category A local non-profit** wishes to reserve the entire Nordstrom Park for eight or more hours per day for a community function. No field lights area available. Nordstrom Park has no dedicated sport fields and one picnic area.

1 Picnic Area @ \$0 / hr. X 8 hrs.	=	\$ 0
<b>Maximum daily user fee per day</b>	=	<b>\$ 0</b>

**Category C corporation** wishes to reserve the entire Nordstrom Park for eight or more hours per day for a company function. No field lights are available. Nordstrom Park has no dedicated sport fields and one picnic area.

1 Picnic Area @ \$35 / hr. X 8 hrs.	=	\$ 280
<b>Maximum daily user fee per day</b>	=	<b>\$ 280</b>



## **CITY COUNCIL STAFF REPORT**

**MEETING DATE:** *June 26, 2002*

**TITLE: Exception to Loss of Building Allocation, ELBA-02-06:  
Central - Central Park**

### **RECOMMENDED ACTION(S):**

Adopt Resolution granting an Exception to Loss of Building Allocation.

**EXECUTIVE SUMMARY:** The applicant is requesting an Exception to Loss of Building Allocation (ELBA) for three of the eighteen building allotments comprising Phase 5 of the Central Park Project, located on 11.51 acres on the north side of E. Central Avenue, east of Calle Mazatan. The applicant received three allotments for FY 2001-2002, ten allotments for FY 2002-2003, and five allotments for 2003-2004

The approved Development Agreement for the project requires the applicant to commence construction on the three allotments issued for FY 2001-2002 by June 30, 2002. The applicant is requesting a sixty-day extension of time due to delays imposed by the City's processing requirements, which are beyond the applicant's control. The applicant's letter of justification for the ELBA is attached.

Under Section 18.78.125 G of the Municipal Code, the City Council may grant an ELBA if it finds that the cause for the lack of commencement was the City's failure to grant a building permit for the project due to extended delays in environmental reviews, permit delays not the result of developer inaction, or allocation appeals processing.

Approximately a year ago, the applicant received three unused building allocations from another project. Those units were in addition to a 25-unit allotment awarded to the Central Park project for FY 2001-02. The applicant constructed homes using the three unit allotment and completed 22 additional homes out of the 25 unit allocation for the current Fiscal Year. The homes were constructed on an already prepared and recorded 25-lot tract map. The applicant needs about 60 days to record the final map for his FY 2002-03 allotment and to complete building pads. The final map for the next phase of the project includes lots for the three carryover FY 2001-02 allotments. The applicant has proceeded with due diligence and the delay has been due to extended city processing of the final map and improvement plans. The final map was approved by the City Council on June 19, 2002. Staff recommends the Council approve an exception to loss of building allotment allowing a 60-day extension of time on the project's FY 2001-02 building allotment.

**FISCAL IMPACT:** None. Filing fees were paid to cover the cost of processing this application.

**Agenda Item # 15**

**Prepared By:**

\_\_\_\_\_  
**Planning Manager**

**Approved By:**

\_\_\_\_\_  
**Community  
Development Director**

**Submitted By:**

\_\_\_\_\_  
**City Manager**





## **REDEVELOPMENT AGENCY**

**MEETING DATE:** *June 26, 2002*

**Agenda Item # 16**

**Prepared By:**

\_\_\_\_\_  
**BAHS Analyst**

**Approved By:**

\_\_\_\_\_  
**BAHS Director**

**Submitted By:**

\_\_\_\_\_  
**Executive Director**

### **Morgan Hill Downtown Association (MHDA) Agreement**

#### **RECOMMENDED ACTION(S):**

Authorize the Executive Director to negotiate and execute an agreement, subject to Agency General Counsel approval, with the MHDA in an amount not to exceed \$86,000.

#### **EXECUTIVE SUMMARY:**

Last year, the Agency commissioned Burnes Consulting (Burnes) to prepare a study that would assess the needs and wants of the downtown merchants and property owners, estimate the costs and annual maintenance of constructing desired capital improvements, and recommend a strategy for maintaining those improvements.

As a result of this study, Burnes recommended that the Redevelopment Agency allocate \$250,000 as “seed money” for the formation and establishment of a new “Main Street Program” in Morgan Hill. This funding was to be spread over three years. By the fourth year, a replacement to Agency funding, most likely a Property Based Business Improvement District (PBID) would need to be in place.

On November 28, 2001, the Agency Board committed up to \$50,000 to the to-be-formed MHDA to establish and set-up a Main Street Program. About \$24,000 of the \$50,000 has been spent on legal services to form the new organization, office and start-up costs, hiring an interim director/consultant, and purchasing holiday decorations for the downtown.

The MHDA is now requesting \$86,000 in Agency funds for their first full year of operations. Because the organization is still in the formative stages, its Board is requesting that they be allowed to use the first quarter to: 1) create its organizational structure; (2) conduct a community workshop for input on that organization; (3) establish a permanent board; and, (4) prepare a work plan that includes an implementation plan and schedule (see attached scope of work). As a condition of receiving Agency funding beyond the first quarter, the agreement will require that MHDA present their annual work plan and first quarter report to the Agency for approval in September. Upon approval, the agreement would continue to be in effect.

#### **FISCAL IMPACT:**

As a result of the Burnes report, \$250,000 was allocated to be spent over a three year period. To date, \$23,683 has been spent from this fund. In the Business Assistance Programs (317) budget for FY 02-03, staff anticipated an expenditure of \$75,000. However, we can provide the additional \$11,000 from the new programs category within the Business Assistance Programs budget.